



Alice Ruby, Mayor

City Council Members

- Doug Holt • Paul Liedberg • Bob Himschoot
- Keggie Tubbs • Tracy G. Hightower • Tim Sands

**DILLINGHAM CITY COUNCIL
MEETING AGENDA**

David B. Carlson Council Chambers

Dillingham City Hall, 141 Main Street, Dillingham, AK 99576 (907) 842-5212

REGULAR RESCHEDULED MEETING	7:00 P.M.	AUGUST 9, 2012
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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Regular Meeting, June 21, 2012
- B. Special Meeting, June 25, 2012
- C. Special Meeting, June 29, 2012
- D. Special Meeting, June 30, 2012

IV. APPROVAL OF CONSENT AGENDA

- A. Resolution No. 2012-38, A Resolution of the Dillingham City Council Amending the Bank Signature Cards for City Bank Accounts Due to a Change in Personnel
- B. Resolution No. 2012-39, A Resolution of the Dillingham City Council Expressing Thanks and a Commendation to Dan Forster
- C. Resolution No. 2012-40, A Resolution of the Dillingham City Council Expressing Thanks and a Commendation to Steve Cropsey
- D. Resolution No. 2012-41, A Resolution of the Dillingham City Council Approving an Encroachment Permit for the Installation of a New Utility Pole and Underground Power Lines on Windmill Hill Road

APPROVAL OF AGENDA

V. STAFF REPORTS

- A. City Manager Report
- B. Standing Committee Reports

VI. PUBLIC HEARINGS

VII. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

VIII. ORDINANCES AND RESOLUTIONS

- A. Ordinance No. 2012-15, An Ordinance of the Dillingham City Council Amending Chapter 8.16 of the Dillingham Municipal Code Related to Enhanced 911 Service to Increase the Surcharge for Enhanced 911 Service from \$1.46 Per Month to \$1.76 Per Month
- B. Resolution No. 2012-42, A Resolution of the Dillingham City Council Supporting the Submittal of Questionnaires to the Alaska Department of Environmental Conservation for Municipal Matching Grant Funds for the Landfill and Wastewater Collection System Upgrades
- C. Resolution No. 2012-43, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Property Taxes for the Years 2006 - 2011
- D. Resolution No. 2012-44, A Resolution of the Dillingham City Council Authorizing a Grant of Easement to the State of Alaska for the Improvement of Kakanak Road
- E. Resolution No. 2012-45, A Resolution of the Dillingham City Council Designating Wastewater Treatment Plant Upgrades as the Number One Local State Funding Priority for Fiscal Year 2014
- F. Resolution No. 2012-46, A Resolution of the Dillingham City Council Authorizing the Exchange of Easements Between Choggiung Ltd. and the City of Dillingham
- G. Resolution No. 2012-47, A Resolution of the Dillingham City Council Accepting a State of Alaska Homeland Security and Emergency Management (DHS & EM) Funds in the Amount of \$4,000 for Emergency Management Performance Grant (EMPG)
- H. Resolution No. 2012-48, A Resolution of the Dillingham City Council Amending the Personnel Regulations, Section 11.00, Resignations
- I. Resolution No. 2012-49, A Resolution of the Dillingham City Council Supporting the Reinstatement of the Coastal Zone Management Program

IX. UNFINISHED BUSINESS

- A. Animal Shelter Facility
- B. Committee Appointments
 - 1. Library Board – 1 Seat
 - 2. Library Board - Bristol Bay Campus Seat
- C. Offer of Land Transfer

X. NEW BUSINESS

- A. Schedule a Special Meeting of the Board of Equalization (Hearing)
 - 1. Request for a Late-Filed Appeal - Verna M. Nelson

2. Request for a Late-Filed Appeal – Randall Finkerbinder

XI. CITIZEN'S DISCUSSION (Open to the Public)

XII. COUNCIL COMMENTS

XIII. MAYOR'S COMMENTS

XIV. EXECUTIVE SESSION

A. Legal Matter

1. Annexation
2. Gladden vs. City of Dillingham
3. Union – Local 71
4. Recent Complaints About Public Safety Department

XV. ADJOURNMENT

I. CALL TO ORDER

The Regular Meeting of the Dillingham City Council was held on Thursday, June 21, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:02 p.m. The meeting was preceded by a farewell potluck for City Manager Dan Forster.

II. ROLL CALL

Mayor Alice Ruby was present.

Council Members present and establishing a quorum (a quorum being four):

Doug Holt, Seat A
Paul Liedberg, Seat B
Bob Himschoot, Seat C
Keggie Tubbs, Seat D
Tracy Hightower, Seat E
Tim Sands, Seat F

Staff in attendance:

Dan Forster, City Manager
Carter Cole, Public Works Director
Steve Cropsey, Project Manager
Travis Schiaffo, Interim Chief of Police
Jody Seitz, City Planner
Carol Shade, Finance Director
Janice Williams, City Clerk

Guests:

Attorney Brooks Chandler – *via teleconference*

III. APPROVAL OF MINUTES

A. Regular Meeting, June 7, 2012

B. Special Meeting, June 14, 2012

MOTION: Keggie Tubbs moved and Tim Sands seconded the motion to approve the minutes of June 7, 2012 and June 14, 2012.

VOTE: The motion passed unanimously.

IV. APPROVAL OF CONSENT AGENDA

Mayor Ruby asked to amend the consent agenda to include Resolution No. 2012-34, Amending the Bank Signature Cards.

MOTION: Tim Sands moved and Paul Liedberg seconded the motion to approve the consent agenda.

VOTE: The motion passed unanimously.

APPROVAL OF AGENDA

Mayor Ruby asked to amend the agenda to add under New Business, item C., Schedule a Special Meeting for June 25, to: 1) authorize underground utilities, 2) award a contract, and 3) an executive session for legal matters.

MOTION: Tim Sands moved and Tracy Hightower seconded the motion to approve the amended agenda.

VOTE: The motion passed unanimously.

V. STAFF REPORTS**A. City Manager Report**

City Manager Forster reported:

- was preparing an exit report for the Council before he left; and
- was awaiting more details from AKDEC and Air Force regarding the super sack, and that he had passed on the Council's request that the search continue for the sack.

Discussion:

- appreciated the report from the City's lobbyists.

B. Standing Committee Reports

There were no Standing Committee reports.

VI. PUBLIC HEARINGS

Mayor Ruby opened the public hearing on Ordinance No. 2012-13 and 2012-14.

- A. Adopt Ordinance No. 2012-13 (SUB), An Ordinance of the Dillingham City Council Repealing and Reenacting Ordinance No. 2012-05 (SUB) a Non-Code Ordinance to Amend the Value of the City's Interest for Lots 1, 2, 3, and 4, Harbor Lease Lots Subdivision
- B. Adopt Ordinance No. 2012-14, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2013 City of Dillingham Budget

There being no comments the public hearing closed.

VII. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

Kendall Barbery, student at the Yale School of Forestry and Environmental Studies, reported she was conducting research on the Pebble Mine and its impact on the environment. She noted she would be in the area until the end of August, and was hoping to talk to some of the Council members and Mayor during that time.

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2012-13 (SUB), An Ordinance of the Dillingham City Council Repealing and Reenacting Ordinance No. 2012-05 (SUB) a Non-Code Ordinance to Amend the Value of the City's Interest for Lots 1, 2, 3, and 4, Harbor Lease Lots Subdivision

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to amend Ordinance No. 2012-13.

Mayor Ruby noted Ordinance No. 2012-13 amended the original ordinance (Ord. No. 2012-05) to correct the reference for the value of the City's interest in the lots to be per year, not per month.

(Clerk Note: When Ordinance No. 2012-13 was introduced there was an error in the second Whereas that referenced Section 7 of the ordinance, and should read as Section 8. This was being brought back for adoption as an amended version Ordinance No. 2012-13 (SUB).)

VOTE: The motion to adopt the amendment to Ordinance No. 2012-13 passed unanimously.

VOTE: The motion to adopt Ordinance No. 2012-13 (SUB) passed unanimously.

- B. Adopt Ordinance No. 2012-14, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2013 City of Dillingham Budget

MOTION: Tim Sands moved and Tracy Hightower seconded the motion to adopt Ordinance No. 2012-14.

VOTE: The motion to adopt Ordinance No. 2012-14 passed unanimously.

- C. Resolution No. 2012-32, A Resolution of the Dillingham City Council Approving Installation of Buried Electrical Utilities in the Road at 4044 Arctic Avenue

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to approve Resolution No. 2012-32.

City Planner Jody Seitz reported this resolution would approve Phil Carpenter burying an overhead line to his house, and had been recommended for approval by the Planning Commission.

VOTE: The motion to approve Resolution No. 2012-32 passed unanimously.

- D. Resolution No. 2012-33, A Resolution of the Dillingham City Council Approving Lease Rates for the Use of City Equipment on Grant Funded Capital Improvement Projects

MOTION: Tim Sands moved and Paul Liedberg seconded the motion to approve Resolution No. 2012-33.

City Manager Forster reported this resolution would establish rates for leasing City-owned equipment for projects performed by City staff on partially or fully funded grant projects to bill against the grant.

VOTE: The motion to approve Resolution No. 2012-33 passed unanimously.

IX. UNFINISHED BUSINESS

A. Animal Shelter Facility

There was nothing to report at this time.

B. Committee Appointments

1. Library Board – 2 Seats

MOTION: Keggie Tubbs moved and Tim Sands seconded the motion to concur with the Mayor's recommendation to appoint Conor Downey to the Library Board.

VOTE: The motion passed unanimously.

2. Code Review Committee

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to concur with the Mayor's recommendation to appoint Doug Holt to the Code Review Committee.

VOTE: The motion passed unanimously.

C. City Manager Recruitment

A copy of the interview schedule was distributed to the Council members.

X. NEW BUSINESS

A. Action Memorandum No. 2012-02, Authorizing the City Manager to Sign the FY 2013 Community Jail Contract

MOTION: Tim Sands moved and Tracy Hightower seconded the motion to approve Action Memorandum No. 2012-02.

Manager Forster noted the contract represented an \$18,000 increase over the prior year, but did not fully offset the City's cost to provide the service, same as prior years.

Discussion:

- noted the Finance Committee were in support of working with other municipalities that provided contract jail services and lobby the State for increased funding to recover their costs.

B. Offer of Land Transfer

Manager Forster noted he had asked the City Planner and Steve Cropsey to begin an evaluation on the potential future use of the land if the City accepted the land transfer, and would bring the information back to the Council, including what was due the City on back taxes, and a title search to verify ownership.

C. Set Special Council Meeting for June 25 at 7:00 PM

1. Resolution Authorizing Underground Utilities
2. Resolution Awarding a Contract to Trenchless Construction for Sewer Main Relocation Project
3. Executive Session for a Legal Matter Regarding an Easement Issue
4. Other

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to set a Special Council Meeting for June 25 at 7:00 p.m.

VOTE: The motion passed unanimously.

XI. CITIZEN'S DISCUSSION (Open to the Public)

There was no citizen's discussion.

XII. COUNCIL COMMENTS

Tim Sands:

- thanked the harbor staff for cleaning and preparing the Wood River launch for use;
- wished the fishermen good luck with a good season; and
- thanked Dan and Barb Forster for coming to Dillingham, appreciated Barb's volunteer work, was sad to see them go, and wished them the best of luck.

Bob Himschoot:

- concurred that he appreciated the report from the City's lobbyists;
- encouraged approaching the Tribe regarding a possible partnership with the City to help fund and operate the Senior Center; and
- thanked Dan Forster, Doug Dombroski, and Carter Cole for their service, and was sorry to hear the City was losing all three of them; and
- thanked Carter Cole for putting together the equipment lease rental rates to help recover the cost of use.

Tracy Hightower: no comment

Keggie Tubbs:

- echoed Tim's comments and wished Dan and Barb Forster nothing but the best in the future.

Doug Holt:

- thanked Dan and Barb Forster.

Paul Liedberg:

- thanked Dan and Barb Forster for coming to Dillingham and wished it could have been longer.

XIII. MAYOR'S COMMENTS

Mayor Ruby presented Manager Forster with a going away gift, and thanked both him and Barb for being in Dillingham, and for all of Barb's volunteer services. She also thanked Carter Cole for his term as Public Works Director.

XIV. EXECUTIVE SESSION

- A. Legal Matter
 - 1. Annexation
 - 2. Gladden vs. City of Dillingham
 - 3. City Manager Recruitment

MOTION: Tim Sands moved and Tracy Hightower seconded the motion to go into executive session under DMC, 2.09.050, regarding legal matters [7:36 p.m.].

GENERAL CONSENT: The motion passed without objection.

Manager Forster, Steve Cropsey, and City Clerk Williams were included in the entire executive session. Finance Director Shade and Attorney Brooks Chandler were included in the sessions on Annexation and Gladden vs. City of Dillingham.

MOTION: Tim Sands moved and Doug Holt seconded the motion to come out of executive session [8:32 p.m.].

GENERAL CONSENT: The motion passed with no objection.

MOTION: Tim Sands moved and Paul Liedberg seconded the motion to add an executive session to discuss personnel matter, and under New Business add change the August meeting date, for the Special Meeting scheduled for June 25.

GENERAL CONSENT: The motion passed with no objection.

XV. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:34 p.m.

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Approved: _____

I. CALL TO ORDER

The Special Meeting of the Dillingham City Council was held on Monday, June 25, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:00 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

Council Members present and establishing a quorum (a quorum being four):

Doug Holt, Seat A
Paul Liedberg, Seat B
Bob Himschoot, Seat C
Tracy Hightower, Seat E
Tim Sands, Seat F

Council Members absent:

Keggie Tubbs, Seat D

Staff in attendance:

Steve Cropsey, City Manager
Carol Shade, Finance Director
Jayne Bennett, Acting City Clerk

Guests:

Dan Forster

III. APPROVAL OF AGENDA

Mayor Ruby noted item C. could be removed from the agenda as the item had been reconciled.

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to approve the agenda as amended.

VOTE: The motion to approve the amended agenda passed unanimously.

IV. NEW BUSINESS

- A. Resolution No. 2012-35, A Resolution of the Dillingham City Council Authorizing Underground Utilities at the 1800 Block of Waskey Road

City Manager Cropsey reported this resolution would allow Nushagak Cooperative to put a fiber optic cable to their building, which would cross a public right-of-way.

MOTION: Tim Sands moved and Paul Liedberg seconded the motion to approve Resolution No. 2012-35.

VOTE: The motion to approve Resolution No. 2012-35 passed unanimously.

- B. Resolution No. 2012-36, A Resolution of the Dillingham City Council Awarding a Contract to Trenchless Construction Services LLC for the Construction of the Snag Point Force Main

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to approve Resolution No. 2012-36.

City Manager Cropsey reported the project was funded for \$1.8M with a legislative grant, designed by PND Engineers, put out for bid for 30 days, and the City received two responsive bids. PND Engineers reviewed the bids and conducted the reference checks. The low bidder was Trenchless Services Construction LLC at \$1,156,500, leaving around \$350,000 left in the grant after project management fees, estimated at about \$50,000, and engineering fees, estimated at \$200,000, were paid out. The remaining undesignated funds would be brought back to the Council.

VOTE: The motion to approve Resolution No. 2012-36 passed unanimously.

- C. Resolution No. 2012-37, A Resolution of the Dillingham City Council Authorizing Eminent Domain and Use of Declaration of Taking Procedures to Acquire Property Interests Needed for the Installation of Buried Sewer Utilities Under Lots 9, and 9S Block 17, USS 2732 A&B

(Clerk Note: The agenda was amended to remove item C. having been resolved prior to the meeting.)

- D. Schedule August Meeting

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to reschedule the August regular Council meeting to August 9.

VOTE: The motion passed unanimously.

- E. Hire Interim Police Chief

Mayor Ruby reported administration had recommended bringing on an interim police chief instead of burdening the existing staff, and wait until the new manager came on board before hiring a permanent police chief.

MOTION: Tim Sands moved and Bob Himschoot seconded the motion to authorize the City Manager to find and appoint an interim police chief for a starting term of six months, and longer, if needed.

VOTE: The motion passed unanimously.

- F. Other

There was nothing to add.

V. CITIZEN'S DISCUSSION (Open to the Public)

Mike Mason, KDLG Public Radio, asked the timeline for the sewer force main project.

Steve Cropsey reported the project was ready to start as soon as the contractors had their bond in place and a signed contract, construction time was expected to be about four weeks, and to be completed this year.

There was no other citizen's discussion.

VI. COUNCIL COMMENTS

Bob Himschoot:

- wished Dan Forster good luck.

Paul Liedberg: no comment

Doug Holt:

- asked about the policy for a fish waste container at the landfill, because based on his recent experience and comments from some community members, the container wasn't being placed outside the gate after hours, and a landfill staff member did not appear to be aware that it should be available after hours.

Manager Cropsey noted his view was the same as the Public Works Director, and that was the container was supposed to be outside the gate so it could be accessible at night.

Discussion:

- asked if the current container was bear proof, maybe the reason for it not being placed outside the gates.

Mayor Ruby noted it wasn't odorless, was hard to dump into to, because of its height, but it was supposedly bear proof and the City had made a commitment to make it accessible. The Public Works Director had agreed it could work. Manager Cropsey was asked to follow up.

Tracy Hightower: no comment

Tim Sands:

- thanked Dan Forster for his exit memorandum, and wished him good luck; and
- wished everyone good luck fishing.

VII. MAYOR'S COMMENTS

There were no mayor's comments.

VIII. EXECUTIVE SESSION

A. Legal Matter

- 1. Easement Issue

(Clerk Note: This item was not needed since item C under New Business was removed.)

B. Personnel Matter

- 1. Public Safety and Public Works Depts. – Staffing and Union Negotiations

MOTION: Tim Sands moved and Paul Liedberg seconded the motion enter into executive session under DMC, 2.09.050, regarding Personnel Matters.

VOTE: The motion passed unanimously.

The City Council, Mayor, Manager Steve Cropsey, and Dan Forster entered into executive session at 7:18 p.m.

MOTION: Tim Sands moved and Doug Holt seconded the motion to come out of executive session [8:04 p.m.].

GENERAL CONSENT: The motion passed with no objection.

IX. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:04 p.m.

Alice Ruby, Mayor

ATTEST:

Jayne Bennett, Acting City Clerk

Approved: _____

I. CALL TO ORDER

The Special Meeting of the Dillingham City Council was held on Friday, June 29, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:49 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

Council Members present and establishing a quorum (a quorum being four):

Doug Holt, Seat A
Paul Liedberg, Seat B
Bob Himschoot, Seat C
Keggie Tubbs, Seat D
Tracy Hightower, Seat E
Tim Sands, Seat F

Staff in attendance:

Steve Cropsey, City Manager
Jayne Bennett, Acting City Clerk

Guest(s):

Rose Loera
Tim Pearson, Pearson Consulting

III. APPROVAL OF AGENDA

MOTION: Keggie Tubbs moved and Tim Sands seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed with no objection.

IV. CITIZEN'S DISCUSSION (Open to the Public)

There was no citizen's discussion.

V. COUNCIL COMMENTS

There were no Council comments.

VI. MAYOR'S COMMENTS

There were no Mayor's comments.

VII. EXECUTIVE SESSION

A. Personnel Matter

1. Manager Interviews

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to enter into executive session per DMC 2.09.050, regarding Personnel Matters.

GENERAL CONSENT: The motion to enter into executive session passed without objection.

The City Council, Mayor, Manager Steve Cropsey, Rose Loera, and Tim Pearson entered into executive session at 5:50 p.m. Rose Loera exited the executive session and Malcolm Brown entered the executive session.

MOTION: Tim Sands moved and Paul Liedberg seconded the motion to come out of executive session [8:46 p.m.].

GENERAL CONSENT: The motion to come out of executive session passed without objection.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:47 p.m.

Alice Ruby, Mayor

ATTEST:

Jayne Bennett, Acting City Clerk

Approved: _____

I. CALL TO ORDER

The Special Meeting of the Dillingham City Council was held on Saturday, June 30, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:45 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

Council Members present and establishing a quorum (a quorum being four):

Doug Holt, Seat A
Paul Liedberg, Seat B
Bob Himschoot, Seat C
Keggie Tubbs, Seat D
Tracy Hightower, Seat E
Tim Sands, Seat F

Staff in attendance:

Steve Cropsey, City Manager
Jayne Bennett, Acting City Clerk

Guest(s):

Lee Foley
Tim Pearson, Pearson Consulting

III. APPROVAL OF AGENDA

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed with no objection.

IV. CITIZEN'S DISCUSSION (Open to the Public)

There was no citizen's discussion.

V. COUNCIL COMMENTS

There were no Council comments.

VI. MAYOR'S COMMENTS

There were no Mayor's comments.

VII. EXECUTIVE SESSION

A. Personnel Matter

1. Manager Interviews

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to enter into executive session per DMC 2.09.050, regarding Personnel Matters.

GENERAL CONSENT: The motion to enter into executive session passed without objection.

The City Council, Mayor, Manager Steve Cropsey, Lee Foley, and Tim Pearson entered into executive session at 5:46 p.m.

The Council exited the executive session at 9:28 p.m.

MOTION: Tim Sands moved and Keggie Tubbs seconded the motion to authorize the City Manager and Attorney to negotiate with the candidate in preferred order.

GENERAL CONSENT: The motion passed without objection.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:30 p.m.

Alice Ruby, Mayor

ATTEST:

Jayne Bennett, Acting City Clerk

Approved: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-38

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARDS FOR CITY BANK ACCOUNTS DUE TO A CHANGE IN PERSONNEL

WHEREAS, Rose Loera assumed the position of City Manager on July 24, 2012; and

WHEREAS, the signature cards for the City's checking accounts at Wells Fargo Bank will need to be updated to remove City Manager Interim City Manager Steve Cropsey and add City Manager Rose Loera;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to sign checks on behalf of the City of Dillingham on the funds that are now and shall be deposited in Wells Fargo Bank.

Rose Loera	City Manager
Alice Ruby	Mayor
Doug Holt	Council Member
Paul Liedberg	Council Member
Robert Himschoot	Council Member
Keggie Tubbs	Council Member
Tracy G. Hightower	Council Member
Tim Sands	Council Member

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-39

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL EXPRESSING THANKS
AND A COMMENDATION TO DAN FORSTER**

WHEREAS, Dan Forster was hired to serve in the capacity of City Manager, a position he held from August 30, 2011 through June 22, 2012; and

WHEREAS, Dan Forster was previously employed as the Director of Planning for North Slope Borough and had recently retired from that position; and

WHEREAS, due to his experience in planning and economic development management, and his talents and professional skills, Dan Forster became a true asset to the City of Dillingham, its residents, public officials, and employees; and

WHEREAS, Dan Forster assisted the City in making forward and successful progress on issues of great importance such as the annexation of the commercial fishing waters to enhance the City's financial sustainability, mentoring staff, providing better tools to make for a more refined Capital Improvement Projects process, and the leasing of Lots at the boat harbor to promote greater economic development of the community and a more viable harbor;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that it is with sincere thanks that the City offer its gratitude and a commendation for Dan Forster's leadership while serving as Dillingham's City Manager.

PASSED and ADOPTED by the Dillingham City Council on August 9, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-40

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL EXPRESSING THANKS
AND A COMMENDATION TO STEVE CROPSEY**

WHEREAS, the City of Dillingham was looking to hire an experienced interim city manager prior to Dan Forster's departure June 22, 2012; and

WHEREAS, Steve Cropsey serving as the City's Special Project Manager was offered and accepted the position;

WHEREAS, Steve Cropsey has come to the aid of the City several times over the past two years by serving as the City's Interim City Manager, and by sharing his work experience and wealth of knowledge in the technical and management fields;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that it is with sincere thanks that the City offers its gratitude and a commendation once again to Steve Cropsey for stepping in and serving as Dillingham's Interim City Manager.

PASSED and ADOPTED by the Dillingham City Council on August 9, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-41

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING AN ENCROACHMENT PERMIT FOR THE INSTALLATION OF A NEW UTILITY POLE AND UNDERGROUND POWER LINES ON WINDMILL HILL ROAD

WHEREAS, the Seventh Day Adventist Church would like to have a new utility pole installed on Windmill Hill Road to serve their new multipurpose building; and

WHEREAS, the organization would also like to remove an old leaning utility pole that currently serves their facility; and

WHEREAS, the new pole will allow the power lines to be placed in a safer, more convenient location and Nushagak Cooperative will also bury lines from the new pole to serve the existing building on the property near the building; and

WHEREAS, the City Public Works Department and Volunteer Fire and Public Safety Departments do not object to this encroachment; and

WHEREAS, Planning Commission resolution 2012-13 recommends approval of this installation; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way or other property dedicated to a public use for longer than one year;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the permanent installation of a new utility pole and removal of an old one on Windmill Hill Road with the following conditions:

- That Nushagak Cooperatives notify the City of Dillingham Administration, Public Works Department, and the Public Safety Department 48 hours in advance of any work on public lands or in the public rights of way;
- That a new encroachment permit be obtained before the utilities are moved from this location;
- That Nushagak Cooperatives restore the public land or public right of way to this former condition or better after completing the utility installations; and
- That Nushagak Cooperatives provide documentation in the form of as-builts or GPS coordinates, or other reliable information, of the actual location of the installation within one month.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2012-41

Subject: An ordinance of the Dillingham City Council approving an encroachment permit for the installation of a new power pole and underground power lines for the new Seventh Day Adventist multipurpose building

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Public Works / Malcolm Brown	MB	
X	Planning / Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s): PC Resolution No. 2012-13

Summary Statement.

This resolution is to allow Nushagak Cooperatives to install a new utility pole and power lines on Windmill Hill Road, remove an old, leaning pole, and bury lines on the property from the new pole to the new multipurpose building which is under construction and the Seventh Day school building. The Planning Commission recommended approval of this at its July 20, 2012, special meeting.

RESOLUTION 2012-13

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Supporting an encroachment permit for utilities at the 7th Day Adventist Gym

WHEREAS, the 7th Day Adventist Church and School is wishing to build a new gymnasium and multipurpose building; and

WHEREAS, the organization would like to reconfigure their electrical service; and

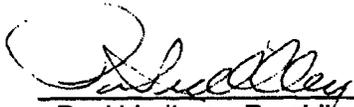
WHEREAS, the plans for the installation of a new utility pole and underground service were distributed to the City's Public Works, Fire, and Public Safety Departments; and

WHEREAS, there is no objection to the installation as proposed; and

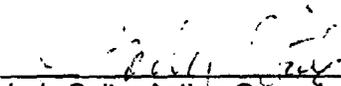
WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends City Council approval of the permit to install a new telephone pole and reconfigure the electrical utilities by the 7th Day Adventist new gym.

APPROVED AND ADOPTED THIS 20th DAY OF July, 2012.



Paul Liedberg, Presiding Officer



Jody Seitz, Acting Commission Clerk



MEMO

Date: July 31, 2012
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: Monthly Report – July 2012

Employment as City Manager – Start date 7/24/12. My employment with the City began with a potluck and a very warm welcome from staff. I'm very happy to be in this position and will do my best to make Dillingham even a better place to live than it already is. My first task was to finalize the employment process and then I rolled up my sleeves and got to work. Steve and Dan have been very helpful, readily available when I have questions and provide guidance when appropriate. Overall my short time in this position has been enlightening. This report will highlight the areas I have been exposed to since I started.

Capital Improvement Projects – I am in the process of familiarizing myself with both the city's ongoing CIP projects, those planned and the funding issues involved. Discussions with Planner, Public Works Director and Special Projects Manager have been held. We also all met with the Department of Environmental Conservation representative on the current and future projects that are funded by DEC. We currently have \$5.5 million in Municipal Matching Grants (MMG) available for the drinking water projects that are on the CIP list. The City has \$250,000 in a DEC loan that could be used for a portion of the 30% match. The total match for this project, if we use all the funding, will be \$1.5 million of which we have \$250,000 from an approved DEC loan.

In addition we have approximately \$124,000 in current MMG funds remaining for the landfill. These funds will also require a 30% match of approximately \$41,000.

Other projects that have come to our attention are the loss of material at Snag Point at the bulkhead due to settling. We are losing a significant amount of material in the spring and having to back fill annually. A permanent fix should be considered before the erosion wall is compromised.

We are preparing a list of our high priority capital projects for legislative funding consideration of which staff will prepare a presentation. I may suggest that a CIP workshop take place in the near future with the Council for the purpose of reaching consensus on the city's priority CIP projects.

Public Safety, Jail and the Fire Hall buildings – I reviewed the 2010 Dillingham Public Safety Building and Downtown Fire Hall – Building Condition Assessment. A meeting with the Commissioner of Corrections was recommended by Representative Bryce Edgemon which was scheduled for August 1 but the plane did not land. It is apparent from this report and my personal observation these facilities need to be replaced.

Contracts – I have signed two contracts as the City Manager, the Department of Motor Vehicle (DMV) and the Contract for Special Services (CSS). The DMV contract expired on July 31. It



MEMO

was recommended to sign since the 2013 COD budget included funding the DMV office and it has a 30 day out clause if we feel it is something we wanted to reconsider. The 2013 DMV budget included the addition of a part-time assistant. We have decided to re-evaluate this expense due to the anticipated revenue shortfall. The CSS contract is with the Alaska Department of Public Safety to provide dispatch service, maintain the State computer "ASPIN" system and provide prisoner transport and guarding. The contract expired on June 30, 2012. The new contract provides \$20,000 in revenue that is reflected in the City's 2013 budget.

Landfill – Smart-Energy, a green energy solution provider, visited Dillingham to discuss the development of an environmentally sound, non-incineration based waste-to-energy plant that would produce clean, renewable energy through steam-thermolysis from various types of solid waste. The plant would be built and managed by Smart-Energy, at a cost of approximately \$30 million, at no cost to the City of Dillingham so they say. The other entities that Smart-Energy needs commitments from would be Nushagak Electric for purchasing back the energy generated by the plant and Peter Pan Seafood for donation of the fish waste. All three entities would need to be involved with the project before it would move forward. We have received a Memorandum of Understanding (MOU) from Smart Energy which is under review at this time. A feasibility study for this project will be required but will not start until the MOU is signed. It's apparent that a Landfill Plan that provides options to the City to address the incineration problem needs to be developed since the renewal of our Landfill permit in 2014 could be denied because of the incineration we are doing.

Public Safety - I have been meeting with Chief Chamberlin regarding Public Safety. She has identified a number of areas that are in need of improvement. In her report she mentions the areas she will be working on while employed with us. I will be working closely with her on changes within the department. I will be working in the next few weeks on setting up the process for choosing the permanent Chief of Police. There are currently 12 applicants that have submitted interest in the position.

Thank you!

City of Dillingham

July 2012 Legislative Report

By Cliff Stone, Ian Fisk, Greg Fisk – City Lobbyist's

PERS / TRS

PUBLIC EMPLOYEE RETIREMENT SYSTEM / TEACHER RETIREMENT SYSTEM

As stated in the June 2012 Legislative Report, we felt it incumbent upon us to provide you with a synopsis of the PERS/TRS unfunded liability issues facing many municipalities and what went on during this past legislative session. Undoubtedly this topic will surface next year and beyond. In our discussions with former city manager Dan Forster on April 27th of this year, he specifically mentioned this issue as a watch dog item as the City is an employer affected by the PERS/TRS “salary floor” bills listed below.

A concise history is first in order. We have pulled up pertinent documents from 2007 – 2008 regarding Senate Bill (SB) 125 [Chapter 13, SLA 08] and more recently SB 100 (Passed the Senate, but not the House) from this past Legislature.

Senator Joe Paskvan was the primary sponsor of SB 100. He spent untold hours researching and presenting this bill, as such, we will craft part of our narrative from his numerous documents posted on the web. When there are direct quotes from these papers, we will use quotation marks. This synopsis will be just that – a summation of reams of documents, testimony, and first hand observations. Since this is a brief outline of a major piece of legislation, it cannot begin to explain every nuance of the law as passed. Please refer to SB 125 online for a more complete history.

http://www.legis.state.ak.us/basis/get_bill.asp?bill=SB%20125&session=25

In addition, even though the term PERS may be used singularly, some of the time PERS/TRS can be inferred. What follows is from Senator Paskvan's sponsor statement for SB 100 with some paraphrasing. Overall it seems to capture the essence of this topic in as few words as possible.

“Due to a variety of historical circumstances and decisions, the PERS defined benefit system evolved from being fully funded to being underfunded by billions of dollars. A solution embraced by all parties to address the unfunded liability was incorporated into SB 125. That passed legislation set into law that the PERS system is a consolidated system and that the combined defined benefit (DB) and defined contribution (DC) salary base would be required to pay down the unfunded obligation, which in turn would provide for sustainable, predictable and affordable employer rates.

(Note: A new DC tier was established in PERS/TRS with the passage of SB 141 [Chapter 9, FSSLA 05] in 2005 and became effective for new employees hired after July 1, 2006.)

“Paying off the unfunded obligation is predicated upon a stable, reasonably growing, system-wide salary base. A concern at the time SB 125 was adopted was that employer’s might en-masse elect to convert PERS salaried positions to contracted positions to reduce or avoid their PERS cost, thus shrinking the PERS salary base needed to pay off the unfunded obligation. To address this concern, it was agreed that employers would pay the *greater of* 22 percent on their combined DB and DC salary base, or, 22 percent on their total payroll for the period ending 6/30/2008. This effectively set the minimum contribution, or floor, that an employer would pay once PERS converted to a consolidated system.”

“Additional language relating to termination studies was added at the time to prevent employers from intentionally reducing their fair share contribution toward paying off the unfunded obligation. The application of the termination studies law is the cause for concern and the introduction of SB 100.”

“Current law requires an employer who terminates participation of a department, group, or other classification of employees to pay the following bills:

1. The cost associated with obtaining a termination study from the PERS actuary;
2. The actuarial cost to the employer for future benefits due employees whose coverage is terminated; and
3. The past service cost, annually, on each position terminated until the unfunded obligation is paid off decades from now.”

“Enforcement of the termination studies law is making it difficult for employers to manage their delivery of services, discriminates against small municipalities even though their impact is immaterial, and is costly and nearly impossible to implement in an equitable manner. These mandated termination studies fail to recognize that we do not have a single-agent, multiple employer system in which different employers pay different net rates. SB 125 provided for one integrated system of accounting; the unfunded obligation is to be shared amount all employers, with each paying a single, uniform contribution rate of 22 per cent.”

“All agree that the unfunded obligation must be paid off. The fear that employers would act in a manner jeopardizing the payment of the unfunded obligation has not materialized, in fact, the system-wide salary base has grown steadily.”

“The law providing for termination studies is not needed and is repealed through SB 100. SB 100 maintains the 6/30/2008 floor as the base salary amount upon which PERS payments must be calculated as this is the most efficient, cost effective and equitable method of ensuring the unfunded obligation is paid off.”

This is the conclusion of the sponsor statement by Senator Paskvan.

Even though the PERS rate is capped at 22 per cent, it is still quite a burden on municipalities. What concerns most municipalities, especially smaller cities and school districts are the sections of law that provides for termination studies. An entire classification or groups of employees are unlikely to be eliminated in a large or medium municipality, i.e., Anchorage, Juneau, etc... In a smaller community where staff sizes are small it can produce an unintended consequence. For instance, a single position may represent an entire classification in a small municipality. Because of budgetary restraints, a muni may have to eliminate that position, thus resulting in a termination study requirement. This could also happen by the elimination of a grant funded position due to circumstances beyond the control of a small city.

As the Alaska Municipal League (AML) has stated in written testimony; "...it is conceivable that by eliminating a single position, their total salary would also drop below the 2008 floor. In which case they would have to pay the termination study costs and make contributions based on the 2008 floor rather than the current salary base."

This scenario could cost hundreds of thousands of dollars, even on a single position. We don't believe it was ever the intent of the legislature to hamstring municipalities in the management of their day to day operations. That's why we stated at the top of this discussion that the issue of "termination studies" is likely to come back before the legislature until it is resolved.

If the administration or city council members have any questions or comments about this issue, we would be happy to have that discussion with you.

NOTES

1. Primary Elections for Alaska are August 28, 2012. For a list of the candidates, go to the following website:
http://www.elections.alaska.gov/ci_pg_cl_2012_prim.php
2. In addition, we have attached an easy to read side by side 2012 Primary Legislative Candidates List as an addendum to this report which is in accordance with the approved "Amended Proclamation Plan." Although the printing on the spreadsheet is visually challenging, I trust you will find it helpful as you listen to the returns come in that evening.
3. There are also two other items on the ballot for the August 28th Primary. One of those is the ACMP ballot initiative. As previously reported, more information about the Alaska Coastal Management Program initiative can be found at:
<http://ltgov.state.ak.us/pdfs/elections/initiatives/2011/11ACMP.pdf>
To read exactly how this bill will appear on the ballot, you can go to the following website: www.elections.alaska.gov/ei_primary_bm.php

4. There will also be another ballot measure that if passed, allows a city or borough to raise the property tax exemption on a residence from \$20,000 to at most \$50,000. This kind of tax exemption must be put to a vote and approved at a local election. The bill also allows a city or borough to pass a law to adjust this exemption to reflect a raise in the cost of living.
5. July 18, 2012 – Sent an email to Acting City Manager Steve Cropsey for dispatch to all City Council members. The subject of the email was: *Senate Bipartisan Working Group Releases Comprehensive Guide Highlighting New Laws & State Budgets*. Within the text of that email was a link for the online comprehensive guide or you could click on a link to download a PDF version of the guide. The guide is also available in a hard copy from the Working Group. For your convenience, the link to the PDF version follows:
www.aksenate.org/27thpress/2012_Adjournment_Book.pdf
6. This following story was from the Alaska Dispatch of July 2, 2012. We thought it might be of interest to the City.

Flooded with housing applicants, AHFC moves to a wait list

Beginning next week, the Alaska Housing Finance Corporation will drop a complex and frustrating rental housing application system in favor of a straightforward wait list for the thousands of families seeking housing. Applicants have been filling out long applications on which they're awarded points in 11 categories. But the AHFC found the system was too complicated and difficult to administer.

"It's painfully clear that the point-based program isn't working," AHFC executive director Dan Fauske said in a press release. "With more than 4,000 families on the waiting list, 250 applicants coming in every month and a turnover of few than 10 units per month, the system created false hope for those in the greatest need and that's the last thing those families need."

A detailed explanation of AHFC's new process is available on the AHFC website at www.ahfc.us or at local AHFC offices.

In addition, if you need any further analysis of any particular bill from this past session (passed or not), please bring that to our attention and we will respond in a timely fashion. As the summer marches on, we will provide some insight as to bills that may be introduced again during the next legislative session. This will be particularly useful in preparation for any legislation that could have an impact on the City of Dillingham.

Again, we welcome any input from the mayor, city council members and the city administration as to what you would like to see in these reports while the Legislature is not in session.

~ End Report ~

City of Dillingham

June 2012 Legislative Report

By Cliff Stone, Ian Fisk, Greg Fisk – City Lobbyist's

REDISTRICTING

As indicated in the May 2012 Report, we wanted to briefly explain how the Redistricting “Plan” is going to affect the City of Dillingham and give you a little background.

On May 22nd, the Alaska Supreme Court approved the April 5, 2012 Amended Proclamation Plan for use in the 2012 elections. Subsequently, on May 25th, the Alaska Redistricting Board submitted this Amended Plan to the U.S. Department of Justice (DOJ) for preclearance under Section 5 of the Voting Rights Act. Word was received from DOJ on June 27th that the plan is approved as submitted. The 2012 elections can now move forward without interruption.

Section 5 as cited above requires that certain states; including Alaska, submit changes to their electoral processes and redistricting plans for preclearance from DOJ to ensure that the proposed change is free from discriminatory purpose and will not result in retrogression in the position of racial minorities with respect to their exercise of the electoral franchise.

As the Plan is currently drafted and submitted to DOJ, the City of Dillingham will be under a new House District 36. This new district will be paired with a new House District 35, forming a new Senate District R. Currently there are two candidates vying in the August 28th Primary Election for this seat. They are Gary L. Stevens from Kodiak and Robert J. Henrichs from Cordova. Presumably they will meet again in the General Election in November as Senator Stevens is a Republican and Mr. Henrichs is a Democrat. Because of redistricting, the Senate District R seat will be for only two years. Thus, that seat will be back up for election in 2014.

As part of the political landscape for the house districts – the following individuals are running in the Primary. Check out www.elections.alaska.gov for more details.

House District 35 – Alan Austerman (Republican) is running unopposed for this seat. He is currently a House majority member, serving as the Majority Leader this past Legislature.

House District 36 – Bryce Edgmon (Democrat) is running for this seat. He is currently a House majority member and serves on the House Finance Committee. He is being opposed by Carl M. Morgan, Jr. (Republican). Mr. Morgan is a past member of the Alaska State House. They will undoubtedly meet again in the General Election as they are from opposite parties.

For a wealth of information about the current redistricting efforts, an archive of past endeavors, and further contact information you can go to the following website: www.akredistricting.org

In addition, an opinion piece by the Alaska Redistricting Board Chair – John Torgerson was printed in the Tundra Drums on June 11, 2012. You can access that article by going to:

www.thetundradrums.com Click on the article on the right side of the page entitled –

‘Population shifts, growth impact redistricting’

If you have any questions concerning redistricting, we will be more than willing to try and answer your inquiries.

ACMP

The Alaska Coastal Management Program (ACMP) program that expired July 1, 2011 was administered by the Alaska Department of Natural Resources. The ballot initiative, which can be found at <http://ltgov.state.ak.us/pdfs/elections/initiatives/2011/11ACMP.pdf>, seeks to recreate the program to be managed by the Department of Commerce, Community and Economic Development.

Lt. Governor Mead Treadwell has scheduled ten hearings around the state on the above ballot proposal to establish a new Alaska Coastal Management Program (ACMP).

The hearings will be the first required under a new law passed by the Alaska Legislature in 2010. Alaska Statute 15.45.195 requires the lieutenant governor to hold at least eight hearings up to 30 days before the election in which an initiative is to appear on the ballot, with at least two hearings in each of Alaska's four judicial districts. The ACMP initiative will appear on the August 28th primary ballot.

By law each hearing must include the written or oral testimony of one supporter and one opponent of the initiative. The hearings begin on July 2nd in the Kenai/Soldotna area. They wrap up July 26th in Juneau. The hearing schedule can be found on the Lt. Governor's website: www.ltgov.alaska.gov

Unfortunately none of these scheduled public hearings will be in Dillingham. If the City wishes to testify, we would suggest you contact the Lt. Governor's office at the above web address for more information on how you can submit your comments or voice your opinion by phone.

LEGISLATION

The two bills immediately below were previously reported as transmitted to the governor. They have now been signed since the last report.

New Market Tax Program/Muni Tax [SB66]

Creates a new markets tax credit assistance guarantee and loan program within the Alaska Industrial Development and Export Authority (AIDEA). Extends a mandatory exemption from municipal property taxes for certain assets of AIDEA; relating to an Alaska Energy Authority loan.

Manufactured Homes as Real Property/Muni Taxes [SB104]

Pertains to manufactured homes, to the severance of manufactured homes from real property, to the titling, conveyance, and encumbrance of manufactured homes, and to manufacturers' certificates of origin for vehicles; allowing a deferral of municipal property taxes on the increase in the value of real property attributable to subdivision of that property.

The 2 items reported below are additional bills since the last report that have been signed by the governor. These bills may have some significance for Dillingham

Disaster Planning and Services [HB366]

Establishes an Alaska intrastate mutual aid system and to the duties of the state's Division of Homeland Security and Emergency Management and the Emergency Response Commission.

Geoduck Aquatic Farming/Seed Transfer [HB60]

This bill adds two new subsections to Title 16 of the Alaska Statutes regarding wild geoduck stock permitting processes. In addition, a certified hatchery may transfer geoduck seed to an aquatic farm located in a fisheries management area established under this title.

FUNDING

The following bills were part of the May 2012 Legislative Report. Please refer to that report for details.

Capital Budget [SB160]

Operating Budget [HB284]

Education Budget [SB 182]

As stated before, we will continue to analyze all parts of these funding bills and if upon further review we determine there is additional information relevant to the City of Dillingham, it will be brought to your attention.

NOTES

1. I am on a listserv for the Alaska Energy Authority. Because of that subscription, I routinely receive emails automatically from them. I thought I'd pass this along, not knowing if the City already receives such notices. The most recent email I received was as follows –

{The PCE Program regulation 3 AAC 107.240(b) states, "Power cost equalization payments will not be made for power consumed through June 30 of a year if the relevant monthly report is received after August 31 of that year." This means that your utility must submit its PCE monthly reports for the 2012 fiscal year on or before August 31, 2012 in order for them to be eligible for reimbursement. The above regulation does not allow for any exceptions to the August 31, 2012 deadline. The same applies to those utilities that may currently be under suspension. You are still required to credit your customers with the eligible PCE credits in the normal manner and submit your PCE monthly reports to this office per the PCE program's guidelines. If you are current with your monthly reporting requirements please disregard this notice. If we can be of any assistance to you, please contact Kamiko Kahalioumi at 907-771-3051, or myself (Jeff Williams) at 907-771-3046 or toll free in Alaska at 1-888-300-8534.}

2. We've also received the following news release from the U.S. Department of Agriculture (USDA). This may not apply to Dillingham, but we wanted to ensure you had the information.

{ANCHORAGE, Alaska, June 28, 2012 – USDA-RD Alaska State Director Jim Nordlund today announced USDA Rural Development's Rural Utilities Service is accepting applications for High Energy Cost Grants (HECG) grants to assist rural communities with extremely high energy costs across Alaska.

USDA Rural Development is making available up to \$7 million in HECG's during fiscal year 2012 to assist communities where expenditures for home energy exceed 275 percent of the national average. The maximum amount of grant assistance that will be awarded under this notice is \$3 million.

“Applicants must demonstrate that proposed communities meet one or more high energy cost benchmarks, such as average total household energy costs that exceed \$4,860 annually. HECG funds may be used to acquire, construct, extend, upgrade or otherwise improve energy generation, transmission or distribution facilities,” said Nordlund.

Extremely high energy costs in rural and remote communities typically result from a combination of factors, including high energy consumption; high per-unit energy costs; limited availability of energy sources; extreme climate conditions and housing that is not energy efficient.

Eligible applicants include, states, local governments, businesses, federally-recognized Indian Tribes and Tribal entities, and other entities organized under state law.

Applications are due July 30. For additional information, please see page 38570 of the June 28, 2012 *Federal Register*, <http://www.gpo.gov/fdsys/pkg/FR-2012-06-28/pdf/2012-15906.pdf>

Or you can visit the USDA Rural Utilities Service website at:
http://www.rurdev.usda.gov/UEP_Our_Grant_Programs.html

USDA-Rural Development administers and manages utilities, housing, business and community facility programs through a national network of state and local offices. Rural Development has an existing portfolio of more than \$170 billion in loans and loan guarantees.}

For additional information you can contact:

Larry Yerich, Public Information Coordinator (907) 271-2424 ext. 125

lawrence.yerich@ak.usda.gov Visit them at: www.rurdev.usda.gov/AKHome.html

3. The Senate Energy Working Group is meeting at 10:00 on July 11, 2012 at the Anchorage LIO. They will be discussing strategies to lower energy costs. They will be taking public testimony from 2:00 – 3:00 pm. One of the sponsors of this meeting is Senator Lyman Hoffman. If you would like to participate, we would suggest you call his office in Juneau at 907-465-4453.

4. As pertinent legislation to your community is signed into law from this past legislative session we will bring it to your attention. In addition, if you need any further analysis of any particular bill from this past session (passed or not), please bring that to our attention and we will respond in a timely fashion.

5. In the **July** report, we will provide you with a synopsis of the PERS/TRS issues facing many municipalities and what went on during this past legislative session.

Again, we welcome any input from the mayor, city council members and the city administration has to what you would like to see in these reports, particularly during this time when the Legislature is not in session. We want these reports to be fresh, concise and above all else – serve your needs.

~ End Report ~



MEMORANDUM

Date: July 31, 2012
To: Rose Loera, City Manager
From: Janice Williams, City Clerk *JW*
Subj: Staff Report

First of all, I remember telling you it looked like it was going to be a short agenda, but it seemed to grow overnight. ☺

City Regular Election will be held October 2, 2012. City candidate filing will begin August 14, 2nd Tuesday in August, and end September 4, 2012, 1st Tuesday in September.

There are five (5) seats open on the City Council and two (2) seats open on the School Board. An ad will be placed in the Bristol Bay Times August 9, 23, and 30, posted in 3 public places, and forwarded via the City's public distribution email list. We will also advertise the voter registration deadline, which is September 2.

City Council and School Board seats are for 3-year terms. If a seat is vacated during the 3-year term, the person appointed to fill the seat will serve until the next October election.

The following Council and School Board seats will expire October 2012. Seat designations, terms/dates, and seat currently held by are noted below:

<u>Seat</u>	<u>Term</u>	<u>Currently Held By</u>
Council/Mayor		
Mayor	3 year term; expires 10/2015	Alice Ruby
Seat A	1 year remaining, term expires 10/2013	Doug Holt
Seat B	1 year remaining, term expires 10/2013	Paul Liedberg
Seat E	3 year term; expires 10/2015	Tracy Hightower
Seat F	3 year term; expires 10/2015	Tim Sands
School Board		
Seat D	3 year term; expires 10/2015	Kim Williams
Seat E	3 year term; expires 10/2015	Tim Sands

Dillingham Municipal Code books are up-to-date for all departments. Several Council members have turned in their copies, and they've been returned. There have been quite a few amendments in the past year, most notably the addition of the raw fish and severance tax. Council members can drop off their code books or bring them to work and I can pick them up; whatever works best.

Standing Item(s)
Commission/Board Seats Vacant

Library Board – 1 seat

Planning Commission – 1 seat

The City has been advertising since May 2012 to fill two open seats on the Library Board. One has since been filled. We do not have a letter of interest at this time for the other seat, but we do have one for the University Bristol Bay Campus seat which hasn't been filled for quite some time.

The City has started the advertising process for the Planning Commission seat.

Attachment(s):

City Election Calendar (2012)

State Election Calendar (2011-2013)

OCTOBER 2, 2012 CITY REGULAR ELECTION SCHEDULE

City Candidate filing begins 8:00 a.m., August 14, 2012, 2nd Tuesday in August, and ends 5:00 p.m., September 4, 2012, 1st Tuesday in September.

City Election Type	Voter Registration Deadline	Absentee/(Early) Voting in Person	Absentee/(Early) Voting by Mail	Absentee/(Early) Voting by Personal Representative
Regular Election – October 2, 2012	September 2, 2012	September 17 through October 1; on or after the 15 th day before an election up to and including the day before the election	By September 22, ten days before the election	September 17 through October 2; on or after the 15 th day before an election, up to and including the day of the election

Following the Election:

October 4, 1 st Thursday following the election	Board of Election canvassing committee will meet and canvass all absentee and questioned ballots executed in the election.
October 11, 2 nd Thursday following the election	The City Council shall meet in public session to certify the election or order a recount or investigation of the election. If the election is certified, a "certificate of election" will be delivered to each person elected to office.
1 week after the contest is determined	Council shall meet in special meeting and publicly declare the election results.

STATE OF ALASKA DIVISION OF ELECTIONS

2011 - 2013 ELECTION DATES

REAA / CRSA ELECTIONS - FIRST TUESDAY IN OCTOBER 10/4/2011

- Candidate Filing Deadline - FRIDAY, August 5, 2011
- Voter Registration Deadline - SUNDAY, September 4, 2011
- In-Person and Special Needs Voting Begins – MONDAY, September 19, 2011
- Absentee By-Mail Request Deadline – MONDAY, September 26, 2011

PRIMARY ELECTION - FOURTH TUESDAY IN AUGUST 8/28/2012

- Candidate Filing Deadline - FRIDAY, June 1, 2012
- Voter Registration Deadline - SUNDAY, July 29, 2012
- In-Person, Special Needs and By-Fax Voting Begins – MONDAY, August 13, 2012
- Absentee By-Mail Request Deadline – SATURDAY, August 18, 2012
- Absentee By-Fax Request Deadline – MONDAY, August 27, 2012

REAA / CRSA ELECTIONS - FIRST TUESDAY IN OCTOBER 10/2/2012

- Candidate Filing Deadline - FRIDAY, August 3, 2012
- Voter Registration Deadline - SUNDAY, September 2, 2012
- In-Person and Special Needs Voting Begins – MONDAY, September 17, 2012
- Absentee By-Mail Request Deadline – MONDAY, September 24, 2012

GENERAL ELECTION – TUES. AFTER THE 1ST MON. IN NOVEMBER..... 11/6/2012

- Voter Registration Deadline - SUNDAY, October 7, 2012
- In-Person, Special Needs and By-Fax Voting Begins – MONDAY, October 22, 2012
- Absentee By-Mail Request Deadline – SATURDAY, October 27, 2012
- Absentee By-Fax Request Deadline – MONDAY, November 5, 2012

REAA / CRSA ELECTIONS - FIRST TUESDAY IN OCTOBER 10/1/2013

- Candidate Filing Deadline - FRIDAY, August 2, 2013
- Voter Registration Deadline - SUNDAY, September 1, 2013
- In-Person and Special Needs Voting Begins – MONDAY, September 16, 2013
- Absentee By-Mail Request Deadline – MONDAY, September 23, 2013

OFFICES, TERMS, AND YEAR ON THE BALLOT

<u>OFFICE</u>	<u>TERM</u>	<u>YEARS ON THE BALLOT</u>
U.S. PRESIDENT	4 YRS	2012, 2016
U.S. VICE PRESIDENT	4 YRS	2012, 2016
U.S. SENATOR (Begich)	6 YRS	2014, 2020
U.S. SENATOR (Murkowski)	6 YRS	2016, 2022
U.S. REPRESENTATIVE	2 YRS	2012, 2014
GOVERNOR	4 YRS	2014, 2018
LT. GOVERNOR	4 YRS	2014, 2018
STATE SENATOR (10 SEATS)	4 YRS	2012, 2014
STATE REPRESENTATIVE (40 SEATS)	2 YRS	2012, 2014

MEMORANDUM

TO: Rose Loera, City Manager

FROM: Carol Shade, Finance Director

DATE: August 3, 2012

SUBJECT: Finance Department Monthly Report

The Finance Department continues its busy and rigorous pace. I am not sure there is ever a slack time for us. Maybe it is just that we have so much to do with such limited resources. However, we were lucky enough to have two great Sumer Youth Interns. Charlie Duke and Sam Clark. They were good workers, and it was great to be able to have some assistance. Charlie was an intern assigned to the Accounts Receivable staff person Stephanie Miller, and Sam Clark was the intern assigned to the Accounts Payable Technician, Holly Johnson. I hope we can successfully apply for interns again next summer.

Anita and I finalized the development of the chart of accounts for the new software. In addition, the list of vendors was compiled and the Accounts Payable module was brought on line the beginning of July. We had staff from Tekmate and NWBS onsite the first week of June.

The Accufund software server was installed in mid-June by an IT professional and then the software consultant was here for implementation and training on the A/P module. The staff actually received two days of training in the Chambers on the Accounts Payable and the Cash Receipts modules. I also received some training on the General Ledger module. We should be ready for payroll, utility billing, property tax and the rest of the modules to be brought online before the end of August. This will mean that hopefully by the end of this month, we will be fully implemented and staff trained.

Ted got all the property tax bills prepared and mailed out by July 1 per the Dillingham Municipal Code. Ted helped field phone calls about physical addresses from citizens due to an insert in Nushagak Co-ops bills.

Shari was busy taking payments most of July from residents wanting to pay their taxes. In addition, there were quite a few questions she needed to route to other staff due to a change in the timing of the utility bills. I admire her for maintaining her sanity while customers are lining up to pay bills and ask questions, and the phone is ringing off the hook.

Stephanie was busy with the change in the utility bills and actually ran an extra 10-day billing, as we wanted to have the bills go out the beginning of the month and represent a complete month instead of 10 days of 1 month and 20 of the following month. Very confusing. We have fielded fewer questions about the change than we used to field about the confusion of crossing over months. She has also been really cleaning up our business license files and process. We are

working through the files to make sure people who have businesses are filing and paying their sales tax.

Holly was the luckiest of all as she is the one that gets to work in the new software the most. We are now printing to laser checks, one less job on the old tractor feed printer. We made a change in the purchasing procedures. Now we process the purchase orders, through our new software, in our department before the items are ordered.

I think we are really in the midst of starting a new era of organizational processes and I hope they make our jobs a little easier.

Well, with that being said, following are the Preliminary Unaudited financials for the period ending June 30, 2012.

City of Dillingham
Revenues and Expenditures As of June 30, 2012
Preliminary Figures (Unaudited)

REVENUES:	Budget - FY12	Jun-12	Year to Date Actual - 6/30/12	Percent	Previous Year		
					6/30/2011 Actual	INC/(DEC) Last Year	
<u>General Fund Revenues</u>							
General Sales Tax	2,550,000	177,414	2,683,394	105.2%	2,749,183	(65,789)	
Alcohol Sales Tax	250,000	-	247,219	98.9%	246,528	691	
Transient Lodging Sales Tax	95,000	10,345	102,317	107.7%	63,388	38,930	
Gaming Sales Tax	65,000	48,482	78,897	121.4%	46,439	32,457	
Total Sales Tax	2,960,000	236,241	3,111,827	105.1%	3,105,538	6,289	
Real Property Tax	1,455,000	-	1,463,631	100.6%	1,425,378	38,252	
Personal Property Tax	476,715	(1,447)	484,505	101.6%	383,517	100,988	
Total Property Taxes	1,931,715	(1,447)	1,948,135	100.9%	1,808,895	139,240	
Telephone Gross Receipts State Tax	80,000	76,532	76,532	95.7%	76,127	405	
Raw Fish Tax	446,588	-	446,588	100.0%	238,589	207,998	
Shared Fisheries	40,000	-	48,256	120.6%	40,358	7,898	
Revenue Sharing (Municipal Energy Assist in '08)	282,614	-	282,614	100.0%	209,543	73,071	
Payment in Lieu of Taxes (PILT)	421,879	-	421,879	100.0%	407,511	14,368	
Foreclosures	338,000	-	335,909	99.4%	-	335,909	
State Jail Contract	460,725	-	480,417	104.3%	428,963	51,454	
Other Revenues	881,813	517,370	812,172	92.1%	967,178	(155,006)	
Total	2,951,619	593,903	2,904,366	98.4%	2,368,269	536,097	
Total General Fund Revenues	7,843,334	828,697	7,964,328	101.5%	7,282,703	681,626	
<u>Special Revenue Funds Revenues</u>							
Water	203,262	13,235	176,532	86.8%	167,165	9,367	
Sewer	254,371	18,308	256,983	101.0%	219,579	37,404	
Landfill	344,493	19,120	392,966	114.1%	365,104	27,862	
Dock	680,966	77,560	378,971	55.7%	738,752	(359,781)	
Boat Harbor	211,544	70,575	218,031	103.1%	205,065	12,966	
E-911 Service	65,650	5,080	59,580	90.8%	45,946	13,634	
Senior Center	839,389	102,709	893,347	106.4%	439,187	454,160	
Total Special Revenue Funds Revenues	2,599,675	306,587	2,376,409	91.4%	2,180,797	195,612	
Debt Service Fund Revenue	1,177,840	-	1,176,840	99.9%	1,177,840	(1,000)	
Asset Forfeiture Fund	10,000	-	-	-	4	(4)	
Dock and Harbor Capital Project Fund Revenue	-	-	650,322	-	1,261,680	(611,359)	
Road and Streets Capital Project Fund Revenue	1,000,000	-	1,143,932	114.4%	952,627	191,305	
Water and Sewer Capital Project Fund Revenue	-	-	588,778	-	2,822,248	(2,233,469)	
School Bond Project	953,384	-	20	-	18,699	(18,679)	
School Fire Alarm	-	-	-	-	58,377	(58,377)	
Homeland Security	-	10,621	21,473	-	-	21,473	
Dillingham School District Additional Request	50,000	-	-	-	-	-	
Equipment Replacement Capital Project Fund	100,000	-	-	0.0%	27,551	(27,551)	
Ambulance Reserve Capital Project Fund Revenue	-	-	-	-	53,468	(53,468)	
Mary Carlson Estate Permanent Fund Revenue	7,420	-	1,336	18.0%	4,989	(3,652)	
Landfill Phase 3	-	-	43,002	-	27,531	15,471	
Public Safety Building Planning	20,000	-	-	-	-	-	
Total	3,318,644	10,621	3,625,704	-	6,405,013	(2,779,310)	
Total Revenues	13,761,653	1,145,905	13,966,441	-	15,868,513	(1,902,072)	

City of Dillingham
Revenues and Expenditures As of June 30, 2012
Preliminary Figures (Unaudited)

EXPENDITURES:	Budget - FY12	Jun-12	Year to Date Actual - 6/30/12	Percent	Previous Year	
					6/30/2011 Actual	INC/(DEC) Last Year
General Fund Expenditures						
City Council	109,100	2,457	53,478	49.0%	124,789	(71,312)
Administration	305,901	53,972	382,763	125.1%	283,709	99,054
City Clerk	113,139	13,917	111,573	98.6%	112,289	(716)
Finance	572,124	55,807	525,835	91.9%	561,552	(35,718)
Legal	200,000	24,368	208,571	104.3%	53,784	154,787
Insurance	86,899	5,000	96,627	111.2%	107,078	(10,451)
City School	1,350,000	-	1,250,000	92.6%	1,300,000	(50,000)
Non-Departmental	220,125	26,723	265,239	120.5%	232,672	32,567
Contributions	4,000	1,557	1,557	38.9%	88,025	(86,468)
Planning	144,287	22,344	118,666	82.2%	119,415	(749)
Dispatch	451,554	62,419	493,180	109.2%	389,252	103,928
Patrol	986,290	128,907	1,090,055	110.5%	818,912	271,143
Corrections	542,107	49,798	562,160	103.7%	528,026	34,135
DMV	90,590	10,283	86,658	95.7%	75,977	10,681
Fire	290,146	35,471	273,522	94.3%	268,841	4,680
Animal Control Officer	116,306	13,832	124,466	107.0%	132,805	(8,340)
Building and Grounds	358,358	34,857	323,620	90.3%	236,945	86,675
Shop	301,689	(18,008)	179,659	59.6%	160,800	18,859
Street	513,425	45,336	590,464	115.0%	508,595	81,869
Public Works Administration	133,943	13,740	136,359	101.8%	130,543	5,816
City Apartment Building	150,000	-	121,078	80.7%	25,353	95,726
Library	156,852	17,074	142,640	90.9%	145,605	(2,965)
Bingo Hall/Potato House	9,905	1,103	11,632	117.4%	-	11,632
Transfers to Other Funds	964,045	796,292	1,049,541	108.9%	798,530	251,011
Total General Fund Expenditures	8,170,785	1,397,250	8,199,342	100.3%	7,203,498	995,844
Special Revenue Funds Expenditures						
Water	200,328	22,331	174,008	86.9%	190,369	(16,361)
Sewer	257,305	34,706	259,507	100.9%	284,443	(24,936)
Landfill	344,493	50,033	392,966	114.1%	365,104	27,862
Dock	369,429	76,995	932,310	252.4%	455,943	476,367
Boat Harbor	211,544	41,898	218,031	103.1%	205,065	12,967
E-911 Service	-	159,621	159,621	-	7,469	152,151
Senior Center	855,189	44,198	893,347	104.5%	438,859	454,489
Total Special Revenue Fund Expenditures	2,238,288	429,782	3,029,789	135.4%	1,947,251	1,082,538
Debt Service Fund Expenditures						
Debt Service Fund Expenditures	1,177,840	-	1,176,840	99.9%	1,177,840	(1,000)
Asset Forfeitures Fund	-	842	28,185	-	19,464	8,720
Library Technology	-	-	3,000	-	-	3,000
Dock and Harbor Capital Project Fund Expenditures	-	63,400	712,222	-	1,256,761	(544,539)
Road and Streets Capital Project Fund Expenditures	1,000,000	1,851	1,145,784	-	952,627	193,157
Water and Sewer Capital Project Fund Expenditures	-	123,352	363,270	-	2,972,382	(2,609,112)
School Bond Project Fund Expenditures	953,384	870	562,556	-	3,372,856	(2,810,300)
School Fire Alarm	-	-	-	-	58,377	(58,377)
Homeland Security	-	61,076	112,299	-	-	-
Equipment Replacement Capital Proj Fund Expen	100,000	(511)	119,668	119.7%	170,261	(50,594)
Ambulance Reserve Capital Project Fund Expen	45,000	-	-	-	-	-
Mary Carlson Estate Permanent Fund Expenditures	7,420	935	9,422	127.0%	6,547	2,876
Landfill Capital Project Fund Expenditures	-	-	2,695	-	22,144	(19,449)
Total	3,283,644	251,816	4,235,939	129.0%	10,009,259	(6,078,775)
Total Expenditures	13,692,717	2,078,848	15,465,071	112.9%	19,160,009	(4,000,393)
Revenues Over (Under) Expenditures	68,936	(932,943)	(1,498,630)		(3,291,496)	2,098,321

City of Dillingham
Revenues and Expenditures As of June 30, 2012
Preliminary Figures

	Fund Bal.	FY'12	FY'12	Add or (-)	Fund Bal.
	6/30/2011	Revenues	Expenditures	Fund Bal	6/30/2012
01 General Fund	3,893,876	7,964,328	8,199,342	(235,014)	3,658,862
06 Water and Sewer	70,644	433,515	433,515	0	70,644
07 Landfill	-	392,966	392,966	0	0
08 Dock	1,580,187	378,971	932,310	(553,339)	1,026,848
09 Boat Harbor	-	218,031	218,031	(1)	(1)
10 E-911 Service	130,632	59,580	159,621	(100,041)	30,591
11 Asset Forfeitures Fund	37,220	-	28,185	(28,185)	9,035
12 Senior Center	-	893,347	893,347	(0)	(0)
15 Debt Service	-	1,176,840	1,176,840	-	-
21 Dock and Harbor Capital Project Fund	(18,386)	650,322	712,222	(61,900)	(80,286)
22 Road and Streets Capital Project Fund	-	1,143,932	1,145,784	(1,851)	(1,851)
23 Water and Sewer Capital Project Fund	(58,393)	588,778	363,270	225,508	167,115
24 School Bond Project Capital Project Fund	956,055	10	562,556	(562,545)	393,510
27 Homeland Security	-	-	112,299	(112,299)	(112,299)
30 Equipment Replacement Capital Project Fund	76,704	-	119,668	(119,668)	(42,964)
32 Ambulance Reserve Capital Project Fund	452,955	-	-	-	452,955
34 Mary Carlson Estate Permanent Fund	407,132	1,336	9,422	(8,086)	399,046
50 Landfill Capital Project Fund	172,044	-	2,695	(2,695)	169,349
Total	7,700,670	13,901,956	15,462,071	(1,560,114)	6,140,556



To: Chief Nancy Chamberlain
From: Ethan Richards, Fire Coordinator
Subject: Department Head Report
Date: July 31, 2012

The Dillingham Volunteer Fire Department and Rescue Squad held a combination meeting on 6/6/2012.

Fire Training was held on 6/13/2012 at Shannon's Pond and consisted of drafting, nozzles and streams using our "Turbodraft," Engine 1, 3, 4 and Ambulance 3.

Rescue Training was held on 6/20/2012 at the Lake Road Station. The instruction covered "Compartment Syndrome" via presentation and group discussion.

The Rescue Squad responded to 21 ambulance calls during the month of June 2012. They consisted of 6 trauma calls, 4 cardiac, 2 alcohol, 1 seizure, 4 respiratory, 1 pneumonia, 1 electrical shock and 2 other medical. Additionally, the Department responded to 3 fire calls.

There were no major equipment issues and all apparatus are in service and ready to respond.

There were two new membership applications presented to the Executive Committee.

During the month of July, routine inspection of apparatus, equipment, replacement of expired medical supplies and clerical duties will be completed.

Respectfully,

Ethan Richards,
Fire Department Coordinator

PLANNING DEPARTMENT

To: Rose Loera, City Manager

re: Monthly Report

From: Jody Seitz, Director of Planning and Grant Programs

Date: July 31, 2012

Requests for information and maps have picked up exponentially as summer progresses and fishing comes to an end. Walk-ins occur daily and sometimes several times a day asking for either information, permits, or both.

Six Year Capital Improvements Plan – still working toward developing a plan that will be approved by both Planning Commission and City Council.

GIS – Gary Greenberg and Michael Knapp were here June 18-22. Gary worked on finishing utility database with Public Works and updating the Address Map. Michael completed revisions to the land ownership map and had it printed. It's 60 x 60 and currently in the council chambers. The Finance Department is installing Accufund software this month. I expect to be able to complete our final linkage of parcels with tax IDs within the next few months.

Planning Department still needs to send out address cards for all those who have City addresses to confirm new ones and reaffirm all the existing addresses. Some were changed. Will try to get to this soon due to the implementation of the new E911 system.

GIS imagery – purchasing a new type of satellite imagery from I-cubed LLC. Have partners with BBNA and Nushagak to share in the purchase. A memorandum of understanding to BBNA and to Nushagak is being drafted. I'm still planning to set up a desk for citizens where I can show them how to look up land information on the internet and in our GIS.

Kanakanak Road Resurfacing from Squaw Creek to Kanakanak hospital – no movement from ADOT so far on the bike path component of Kanakanak road. Submitted comments via email on local desire to improve the bike and pedestrian pathways on that section of the road.

Citizen requests: Comments about the need for zoning have arisen from a recent request for a land use permit in the Lars D. Nelson subdivision on Aspen Road.

The Lars D. Nelson subdivision has covenants. A question arose whether the city is responsible for enforcing subdivision covenants. The covenants only say that they are

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The Lars D. Nelson subdivision has covenants. A question arose whether the city is responsible for enforcing subdivision covenants. The covenants only say that they are

subject to state, federal and local laws. The City, according to our attorney, does not have the authority to enforce subdivision covenants. It is up to the landowners to solve this problem amongst themselves.

Floodplain permitting: Addressing an issue with the Snopac Cannery. Did not issue a floodplain permit for their processing plant extension. The prospective buyer for the plant won't complete the deal until all the permits for the plant have been completed. It turned out that data was available in the old subdivision files for Dragnet Industrial Subdivision. Snopac completed the flood plain permit and elevation certificate and the city is going to submit existing data from a previous subdivision to FEMA to ask them to change their maps.

Land Use Permits: Land Use permits in progress for shop on Aspen, new home in Nerka, and a house on Chuthmuk (Olsenville) Road. Other buildings have cropped up which also need to have land use permits.

Neighborhood Initiative: Have received a fair number of comments about the projects that were funded for FY13. The Baywatch project provided a bench and a couple of downtown pocket gardens. The mural project at Forest View apartments is underway. The ski trail equipment was purchased and once the snow flies we'll see the results of that project.

I am advertising the Neighborhood Initiative grant for FY14 now to allow recipients more time to plan their projects and purchase equipment. The deadline is September 10 for submittals to the planning department.

Platting: Harbor Lease Lots subdivision were amended. Bear View Subdivision Final Plat was passed by the Planning Commission. New plat has arrived for vacating two alleys off of Alaska Street and combining two lots in the same area to avoid having landlocked parcels. Much time and research has gone into vacating the alley behind Napa. The Subdivision code from ordinance 75-1 is missing from the files and so much more work was needed to verify how the alley between NAPA and Lot 3 block 18 was divided.

Port Land Swap: This survey needs to be completed. I need to issue an RFP for services.

Research on D Street Vacation is still on my plate. The record is not complete on the transfer of property there.

Safe Routes to School grant – the grant is eligible for an extension. ADOT requests a report and plan for future activities to receive the extension.

Water, Landfill and wastewater collection system projects –working with the new Public Works Director to pull together scopes of work and funding requests for ADEC grants and loans. Resolutions for municipal matching grant questionnaires are in this packet. These projects are interrelated and could be possibly classified as together as the City's top priority.

Date: July 31, 2012
To: Rose Loera / City Manager
From: Jean Barrett, Port Director
Subject: June / July Monthly report

Well the 2012 Bristol Bay fishing season is almost in the books! For the most part it has been relatively uneventful from my point of view! Things started off very slowly in the "Mighty Nush" and never seemed to gain the momentum that we are accustomed to. This did a couple of things that affected our operations at the dock and harbor. At the harbor it made the fleet noticeably smaller than in years past, and maybe not overall smaller but more spread out. And the second thing it did was it opened up the Wood River special harvest area, this combined with the short openings it made life a lot busier as the fleet was able to come and go at a more frequent rate. The slow fishing in the Nushagak also contributed to the amount of fish being moved across the dock, well this and the fact that the SnoPak/Icicle plant at the end of Wood River did not process any fish this year, it only operated as an ice plant. In May, ground was broke for the new NAPA store in the harbor and in less than two months a building now stands where there were only weeds and mud! Tentative opening date is October!

DOCK

As usual Eric, Dean and LaPreal did a great job at the dock this summer. We moved a large amount of fish freight and other material in and out of Dillingham so far this summer and in terms of the dock timeline it is not yet over.

Unfortunately we haven't yet seen the full potential that the two fish plants that operate out of Dillingham can produce, with the SnoPak / Icicle plant not operating this summer Peter Pan's new freezer plant was the lone ranger as far as fish processing and shipment of product out, they went gangbusters and did their best to keep the crew busy, but I understand they could have processed more fish if there were more available... next year will be interesting! The 1050 worked as well as expected, maybe better! It was not without its glitches but they were quickly taken care of.

We have a list of projects lined up for the dock, ware house and office this fall, such as adding gravel, leveling and compacting the all tide portion of the dock and also the inside of the warehouse.

We are also going to remove the old dog pound building and add gravel to that portion of the yard to make it more usable space for storage. We are going to add more of the shelving inside

the warehouse that we installed last year, this works very well to put freight up and off of the ground and out of the way of the forklift traffic

We have a small issue with the base of the yard lights in the dock area, the paint at the base of the light poles has started to peel and separate from the base and pole revealing bare metal and this is not good as it could in time compromise the strength of the poles itself by allowing rust to build up. I have contacted a friend at PNG Engineering to see if it is something we can cover with basic paint or if it needs to be a special brand.

HARBOR

As I stated above the Harbor was a busy place this summer, we now have the first of what will be three buildings adjacent to the East side of the harbor. NAPA started ground breaking in May and in what seems like no time at all there is a building and parking area, tentative opening date is somewhere around the first of October. Ground has also been broken for a shop that will house Motive Power, a relatively new business for Dillingham but one that did a lot of business in the harbor area this summer.

At last count we have sold almost all of the 400 stickers that we use to keep track of the 32' fishing vessels. The skiff sticker sales are somewhere around the 200 mark!

We had some trouble with the ice machine this summer, mainly getting water to it in a timely manner! With the extremely cold winter the line that feeds the ice machine and North bulkhead stayed frozen well into June, then as the crew was digging for the line hooked it and caused some damage that needed to be repaired. When the water finally broke loose we were able to get the machine fired up and producing ice, needless to say we had a slow year as ice sales go but may be able to make up some revenue with the late halibut fishing and the Humpy season still going. The Bathhouse was busy all summer with the amount of fishermen who came and went with the fishing openings and tides, we realized that we may have to re evaluate our water heating process as we found that when we have the showers running at a continuous rate the boiler and adjoining boiler mate could not keep up! We may look into installing an on demand system in the future. Other than that there was very little vandalism and graffiti this year.

We have several projects planned in the harbor this fall, such as some signage installed to help clarify truck and trailer parking and single vehicle parking, we have money to do some much needed maintenance to the floats and ramps, some minor welding and painting on the bulkhead.

That is about it in a nutshell.

Here is wishing you all smooth sailing.

Jean Barrett
Port Director

Dillingham Public Library

To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Date: 7/31/2012
Re: June/July Monthly Report

It has been an extremely busy summer at the library. We hit record numbers of patrons visiting and those using the computers and internet. To give you an idea of how many we had, on June 25th we recorded 384 patrons using the library and visiting the museum (that is more in one day than we have in a normal week). Of those patrons, 172 signed in to use the wireless and desktop computers for that day. The rest of the week continued to be busy with a total of 1,169 patrons from Monday to Saturday. In just one week, 597 people signed up to use the computers (wireless and desktops). With these high numbers, we were thankful that the Alaska OWL program was already in place to provide faster internet and more computers to use. We could tell that people really appreciated the higher speed internet this summer!

With the extra number of patrons visiting, we were glad to have more help. CaSander Johnson was hired as our temporary, Library Aide/Clerk II for the summer. She began working June 20th and will be with us for two months. This helps us when we are without our school librarian for the summer. We also interviewed and hired Mahlet Herrmann as our new Library Aide/Clerk I. This is a regular, 14-hour a week position that she started on July 24th.

Our 8-week Summer Reading Program was a great success with consistent turn out each week. Dianna Swaim led the two younger age groups every Tuesday morning from 10 am to 12 noon. Simon Flynn and his wife, Abigail, led the teen program on Wednesdays from 5-6 pm. Because of the evening-hour-schedule, more teens were able to participate who had jobs for the summer. Each group ended the summer with a pizza party and prizes for their achievements in reading. Again, a big thank you goes to all those who participated and helped this year.

The FOL have new t-shirts and onesies for babies available for sale. Come by the library to check out the styles and colors. Each features our beautiful FOL fish logo. They make great gifts. We welcome a new advisory board member this summer. Conor Downey was appointed to serve on Seat A that expires September 2014. A joint board meeting between the FOL and the Advisory Board is being planned for the end of the summer.

The library was closed Wednesday, July 4th for Independence Day. The librarian assistant, Abigail Flynn, will be on vacation from July 31st through August 11th.

Library Stat report for May 27th – July 28, 2012:

Patron Visits: 7,726 Computer Use: 3,817 Story Hour: 42 Other: 465

Approximately 59 volunteer hours logged

Patron Visits Week of June 25-30 2012

	Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29	Saturday 30
10:00 AM to 11:00 AM	 68	 80	 30	11	11	 21
11:00 AM to 12:00 PM	 49	 (33)	 23	11	19	 19
12:00 PM to 1:00 PM	 28	 37	 29	7	11	 16
1:00 PM to 2:00 PM	 67	 32	 39	2	11	 14
2:00 PM to 3:00 PM	 60	22	 28	 28	 11	
3:00 PM to 4:00 PM	 49	 30	 28	 19	 11	
4:00 PM to 5:00 PM	 27	 12	 13	 19	 11	
5:00 PM to 6:00 PM			 11			
Volunteer hours		4	2			
Patron Total	384	294	202	97	122	70
Computer Total	W 90 / D 82	W 54 / D 93	W 37 / D 78	W 20 / D 46	20 W / 38 R	18 W / 20 D

Weekly Totals:

Patron Visits 1,169
 # Computer Users W 239 / D 358
 # Volunteer Hours 44
 Story Hour Children Adults
 Group Attendance 74 (SRP)

Summer Reading	Kids	Adults
Tues 10am	20	8
Tues 11am	37	3
wed 5pm	5	1

Story Hour 2 Children Adults

Dillingham Dept. of Public Safety

Memorandum

To: City Manager Loera

From: Nancy Chamberlin
Interim Chief of Police

Date: July 30, 2012

Re: **July 2012** – monthly report

Chief's Comments

During the three weeks that I have served as the Interim Chief of Police, everyone has been extremely helpful in providing me with a historical perspective of the Department of Public Safety and the City of Dillingham. They have also assisted me by providing their insights as to what areas within the police department need to be improved. While I am still in the process of assessing the agency, we have begun to address certain issues within the department that, in my mind, are a priority. First, I have spent some time reviewing several citizens' complaints regarding their interactions with employees of our department. These incidents occurred prior to my arrival but had not yet been addressed. I will keep you apprised as to the progress in these investigations so that appropriate action may be taken. In addition, as we have discussed previously, streamlining the complaint process is a priority – which will assist citizens in providing us with feedback regarding our delivery of police services. It is my goal to instill in the public safety employees the importance of being professional, accountable, and dedicated toward serving the citizens of Dillingham.

I am also seeking ways that our officers can proactively interact with the community, especially our youth. I have provided the officers with recently-purchased plastic badges and stickers – which are being distributed to children in vacation Bible schools, summer camps, area apartment communities, and during the course of our investigations. We are also planning to spend time at Dillingham's various youth centers, engaging in recreation and/or dialogue with area teens. It is our hope that this type of community outreach will help bridge the gaps of mistrust that exist between our department and the community. In addition, enhancing our collaboration with our community partners is also a priority. During the past several weeks, I have participated in several meetings with various criminal justice and social service agencies. I have been very impressed with the amount of networking that is done among these agencies in an effort to better serve the needs of our community.

Another priority is the updating, retooling, and development of our department's policies and procedures. A draft of any and all recommended changes or additions will be forwarded to you for your approval, prior to their implementation. I believe that updating and developing these policies and procedures will give the officers the framework they need to increase their level of professionalism and effectiveness.

In an effort to increase proficiency within our agency, we will look for opportunities that will allow us to provide our officers with additional training – including methods that will assist the officers in conducting more thorough and effective investigations, classes which will increase the officers' cultural competency, CPR/AED re-certifications, and additional firearms and defensive tactics training. We will also be providing newer supervisors with additional training and mentoring opportunities, which we believe will increase their confidence and supervisory ability.

On July 30-31, I, along with other City officials, will be participating in contract negotiations with Public Safety Department employees and the Public Safety Employees Association.

I sincerely appreciate the opportunity to serve as Dillingham's Interim Chief of Police and would like to make myself as accessible as possible to the community during my tenure. Please let me know how I may better serve you and the citizens of Dillingham

Public Safety Department Monthly Updates

Patrol

- Officers and supervisors are in the process of completing any outstanding investigations and reports;
- All officers participated in their quarterly firearms qualification;
- The area intended to serve as the department's armory will be completed, thus allowing department-owned firearms and ammunition to be stored there. These items are currently being stored in the evidence room. Public Works personnel will assist in installing a door lock and lighting for the armory.
- The department has a large amount of property in the Evidence Room which can be returned to its owner, purged, or possibly sold at a city-sponsored auction. We will be reviewing the court-generated Criminal Case Disposition sheets, which have accumulated during the past several years, to determine the proper disposition of the property.
- Officer Casselman and K-9 Lutri have received the proper certifications, which allow Lutri to be used as a drug-detection dog during our narcotics investigations. Lutri scored 100% on 78 training hits for the detection of cocaine, heroin, marijuana, methamphetamine, and hashish. Officer Casselman and Lutri have also participated in several narcotics investigations and have been successful in the detection of drugs and/ or drug residue.
- We will be modifying the patrol schedule, which will result in reduced overtime costs and increased on-shift coverage, which we believe will improve our response times.

Corrections

- Cameras in the holding facility have been adjusted to increase visibility. We have also added an additional camera, which has eliminated several blind spots, which were detected on the monitors.
- Corrections officers will participate in additional training regarding pat-down searches of prisoners.

WAANT Unit (Western Alaska Anti-Narcotics Team)

- On July 16 and 17, the Dillingham and Anchorage WAANT Units participated in a joint narcotics investigation, which resulted in a significant drug seizure, five drug-related arrests and the seizure of three vehicles. Over \$88,000 of drugs, including heroin and marijuana, were confiscated, along with two firearms and \$8,000 in cash. The WAANT Units will begin the asset forfeiture process for the various items seized during the course of this investigation.

Communications

- The E911 dispatch system has been installed and has been implemented. A new data base server will be installed soon, allowing the system to be fully operational.
- We will be exploring more efficient ways to schedule our dispatchers, in an effort to allow their shifts and days off to be more consistent.

Animal Control

- Exterior cameras will be installed at the Animal Control Shelter to provide a minimal level of 24-hour security for the facility. These cameras were purchased previously, but had not yet been installed.
- A clothes dryer will be purchased for the facility, so that the animals' bedding can be dried more efficiently.
- We removed all items from the site of former Animal Shelter in preparation for its demolition.

DMV

- The number of transactions involving boat registrations and identification renewals were significantly reduced during the month of July, due to many boats and their crews being out on the water during the DMV's hours of operation

Monthly Report

Dillingham Dept. of Public Safety

For the month of July 2012

Patrol

- ❖ 489 Calls for service
- ❖ 48 Incident reports
- ❖ 09 Assaults
- ❖ 05 Theft offenses
- ❖ 01 Burglary offense
- ❖ 01 Suicide threat
- ❖ 01 Death investigation
- ❖ 02 Violation of release conditions/probation
- ❖ 08 Criminal mischief offenses
- ❖ 02 Driving under the influence
- ❖ 03 Disorderly conduct
- ❖ 04 MVA offenses
- ❖ 03 Trespass offenses
- ❖ 01 Sex offense
- ❖ 15 Persons arrested
- ❖ 15 Title 47/Protective custody
- ❖ 55 Citations issued

Corrections

- ❖ 36 Total Inmates for 06/23/2012-07/23/2012
- ❖ 15 Title 47/Protective custody
- ❖ 28 Male inmates
- ❖ 08 Female inmates
- ❖ 13 Male Protective custody
- ❖ 02 Female Protective custody
- ❖ 00 Inmates from Adult Probation
- ❖ 03 Inmates from Courthouse
- ❖ 20 Inmates from A.S.T.
- ❖ 16 Inmates from Dillingham Police
- ❖ 02 Use of force report

WAANT/Investigations Unit

- ❖ 02 Alcohol interdictions
- ❖ 09 Drug investigations
- ❖ 02 Postal Seizure
- ❖ 15 Investigative assistance to Dillingham Police

Communications

- ❖ 631 Calls for service 06/23/2012-07/23/2012
- ❖ 80% Dispatched to Dillingham Police
- ❖ 12% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Dillingham Fire
- ❖ 3% Dispatched to Dillingham Animal Control
- ❖ 07 Record requests complete
- ❖ 194 E-911 calls received

Animal Control

- ❖ 20 Calls handled for 06/23/2012-07/23/2012
- ❖ 03 Dog impound
- ❖ 01 Compassionate euthanasia
- ❖ 03 Citations issued
- ❖ 07 Rabies shot given
- ❖ 01 Shelter dog adopted out
- ❖ 08 Bear calls

DMV

- ❖ 149 Registrations/Titles
- ❖ 105 Driver's license/ID's
- ❖ 08 Commercial driver's licenses
- ❖ 06 Road tests

Monthly Report

Dillingham Dept. of Public Safety

For the month of June 2012

Patrol

- ❖ 671 Calls for service
- ❖ 65 Incident reports
- ❖ 09 Assaults
- ❖ 04 Theft offenses
- ❖ 09 Violation of release conditions/probation
- ❖ 02 Criminal mischief offenses
- ❖ 03 Driving under the influence
- ❖ 05 Disorderly conduct
- ❖ 13 Persons arrested
- ❖ 08 Title 47/Protective custody
- ❖ 35 Citations issued

Corrections

- ❖ Total Inmates for 05/23/2012-06/23/2012
- ❖ 25 Title 47/Protective custody
- ❖ 43 Male inmates
- ❖ 10 Female inmates
- ❖ 19 Male Protective custody
- ❖ 06 Female Protective custody
- ❖ 02 Inmates from Adult Probation
- ❖ 05 Inmates from Courthouse
- ❖ 13 Inmates from A.S.T.
- ❖ 33 Inmates from Dillingham Police
- ❖ 00 Use of force report

WAANT/Investigations Unit

- ❖ 01 Alcohol interdictions
- ❖ 04 Drug investigations
- ❖ 01 Postal Seizure
- ❖ 05 Investigative assistance to Dillingham Police

Communications

- ❖ 789 Calls for service 05/23/2012-06/23/2012
- ❖ 82% Dispatched to Dillingham Police
- ❖ 10% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Dillingham Fire
- ❖ 3% Dispatched to Dillingham Animal Control
- ❖ 00 Record requests complete
- ❖ 186 E-911 calls received

Animal Control

- ❖ 25 Calls handled for 05/23/2012-06/23/2012
- ❖ 10 Dog impound
- ❖ 01 Cat impound
- ❖ 02 Compassionate euthanasia
- ❖ 03 Citations issued
- ❖ 07 Rabies shot given

DMV

- ❖ 219 Registrations/Titles
- ❖ 140 Driver's license/ID's
- ❖ 10 Commercial driver's licenses
- ❖ 04 Road tests

Monthly Department Updates

Patrol:

Our new patrol officer, Christina Harris has started the Field Training process.

Ofc. Casselman/K9 Lutri are enrolled in the Alaska State Trooper Drug Detection certification course in Fairbanks, Alaska on June 25-29, 2012.

Corrections:

The Corrections department ordered a new restraint chair to replace the chair which was damaged by a violent prisoner.

WAANT/Investigations:

The WAANT unit continues to investigate drug and alcohol related crimes in the Dillingham area.

Communications:

The new E911 dispatch system is currently being installed.

Animal Control:

Chester Valley Veterinary Hospital held a spay/neuter clinic at the Armory on June 11-14, 2012.

DMV:

DMV is conducting road testing to restricted CDL's.

Fingerprinting for Haz-Mat endorsements on a CDL is being conducted.

Administration:

Chief Dombroski resigned from the Dillingham Department of Public Safety. Sgt. Travis Schiaffo is currently in the role of Acting Chief.



July 31, 2012
City of Dillingham
City Manager
Rose Loera

RE: Department of Public Works Monthly Report

Newly appointed Public Works Director Malcolm Brown is very glad to be here and has been studying reports, engineered assessments and plans to get a baseline understanding of the infrastructure and the Capital Improvement Program, which exist and are needed. Many thanks to all the staff and members of the public who have answered many questions.

Public Works Divisions:

Buildings & Grounds – In addition to ongoing minor repairs the B&G crew built concrete slabs for Port-a-Pottys at the Softball Field and the Soccer Field to stop vandals from tipping them over. The crew has been converting exterior lighting at the Shop and surrounding buildings to LEDs due to: lower purchase cost, energy efficiency and longer service life. The conversion process is also taking place at other buildings. The installation phase for the new HVAC system at the Public Safety building has been completed. A mechanical engineer will certify the system after the electrician installs the DDC panel.

Demo - Unsafe components of a piece of playground equipment were removed and the old Animal Shelter is scheduled for demolition in August.

Landfill – The new container for fish waste did not arrive, so the staff compensated by manning the drop offs to ensure that no spillage would remain on the ground and become a habitual attractant for bears. Excess bear activity has caused cessation of fish collection after hours in late July. Significant activity has taken place due to Smart Tower Energy's site trip to initiate their feasibility study. They met with the public, staff, Nushagak Electric Cooperative, Kakanak Hospital and the fish processors. Currently representatives are actively analyzing the information. Fred Hodge was onsite to coordinate scrap metal removal; he will not backhaul until spring. Costs to the City have not been discussed at this stage nor have potential charges by the City for the scrap metal.

Shop – This Division is shorthanded. A vacancy for a Lead Mechanic has been posted. A part time Mechanic I has resigned, effective August 10th. The block of a loader's Caterpillar motor was destroyed, per EPA regulations for engines of this vintage. Two Police Department vehicles are deadlined. One won't start due to the key-computer interface, the other has a blown motor and is not cost effective to rebuild.

Streets – The new Caterpillar grader has seen frequent use due to favorable moisture conditions. The rock for protection of the outfall and beach nourishment along the snag Point Bulkhead is getting spread during the minus tides.

Water/WasteWater –This Division has been shorthanded due to a vacancy. The Streets staff has been backfilling due to the life/safety nature of the daily Water/Waste Water activities. FCS, the consultants for the rate study are working with the information provided. A revised timeline is being developed which will satisfy short term ADEC requirements for loan applications and will still provide the level of detail needed to make recommendations for rates.

Capital Improvement Projects – The planning process is ongoing. Beth Verelli of ADEC made a site visit last week. She specializes in acquisition of funding for major projects.

Safety – Weekly training meetings are being held. Personal Protective Equipment (PPE) shortages are being filled.

Training – Training needs have been identified specific to individual job descriptions (HAZWOPER, CPT/AED, etc.). A corrective action plan will be built that looks for training help from external organizations, such as other organizations in town, DOL, the University, etc.

Thank you,

Malcolm G. Brown
Public Works Director

Dillingham Senior Center

To: Rose Loera, City Manager

From: Ida Noonkesser

Date: July 27, 2012

Things have been a little slower this summer, with everyone out putting away fish and berry picking, but we continued to help people with social security income and other assistance paperwork. This month's paperwork for the state included recording monthly meals, home delivered meals, assisted rides, and unassisted rides.

There were four renters during the month of May and June at the Senior Center. The pinochle players group will continue to rent the dining room every Friday.

We had our monthly Senior Center Advisory Board meeting May 16, 2012. This was the last meeting for the summer, until August 8th when we will start having meetings again for the winter.

The Senior Center had volunteers from City school district come and help out. They started May 18 and worked Mondays, Tuesdays, and Thursdays. They helped clean the center, pick up trash, wipe the window, vacuum, and shampoo the carpets. They were very helpful around the senior center. They volunteered for several weeks and the help they gave us is very much appreciated.

I also had four fairly regular volunteers that came to help out with dishes, setting the dining room, answering the phones and helping keep records for lunch. We have been so lucky to get volunteers here at the center. Gail Johnson has been helping answer the phones, and Verla Gregory has helped in the kitchen with the dishes, along with cleaning the whole building.

We are serving more people lunch since we got back up and running after our renovations. In June we served eight elders from Aleknagik under a grant. The Aleknagik driver picked the lunch up for them and delivered them to the homes on Mondays, Wednesdays, and Fridays. We also provide five meals for Maurlut Eniit. We seem to be busiest on Fridays, which is our fish day.

This summer we are seeing new faces that usually don't come to the Senior Center. We have been encouraging the elders come here more often and our numbers seem to be growing.

For the month of May, the Senior Center served 728 congregate meals to 74 individuals, 129 home delivered meals to 6 individuals, gave 311 assisted rides to 30 individuals, and 299 to unassisted rides to 39 individuals.

For the month of June, the Senior Center served 674 Congregate meals to 187 individuals, 121 home delivered meals to 6 individual, gave 317 assisted rides to 29 individuals, and 198 to unassisted rides to 31 individuals.

I. CALL TO ORDER

The Finance and Budget Committee met on Monday, June 25, 2012 at the City Council Chambers, Dillingham, AK. Bob Himschoot, Chair, called the meeting to order at 5:30 p.m.

II. ROLL CALL

Committee Members present:

Bob Himschoot, Council Member, Chair
Tracy Hightower, Council Member
Alice Ruby, Mayor
Steve Cropsey, City Manager
Carol Shade, Finance Director

Members Absent:

Keggie Tubbs, Council Member

Guests present:

Doug Holt, Council Member
Craig Kestran, Employee Benefits Manager with Alaska USA Insurance Brokers - *via teleconference*

III. APPROVAL OF MINUTES

There were no minutes to approve.

IV. APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

V. STAFF REPORTS

There were no staff reports.

VI. UNFINISHED BUSINESS

A. Business Tax Incentives (*postponed to August*)

B. Health Insurance Coverage

Carol Shade referred to the documents provided by Craig Kestran, including a medical cost analysis, HRA percentage savings, and hospital comparison.

Medical Cost Analysis - compared AETNA and Premera plans offered. He noted staff had asked for ways to lower the premiums, including increasing the deductible.

The plans carried a maximum out-of-pocket expense and a participant would need to satisfy the deductible first before the insurance company would start paying on the claim, the reason it was called co-insurance. Once the participant reached their out-of-pocket limit, the remainder would be paid out at 100% up to the maximum amount of coverage.

ANMC (Alaska Native Medical Center) was not an in-network hospital. For an Indian Health services (IHS) recipient who went to ANMC, the plan would pay at 40%, and as an IHS participant they would not have to pay the balance. Committee members questioned this may not be correct for all services.

Dental plans for AETNA and Premera carried very similar coverage.

Premera option on the higher deductible would be more favorable on the prescription plan.

Health Reimbursement Arrangement (HRA) – he noted it was rare that all employees would max out on their deductible in a calendar year, so essentially the City was overbuying insurance for everybody. A lot of his clients were going with a higher deductible, \$2,000, putting in a HRA, supplementing the amount over \$750, and reimbursing the employee. He noted because of HIPAA regulations, he suggested working with a third party vendor. The administrative cost would be around \$250 a month after the first year that included a set-up fee. The City would receive a monthly report listing those employees who have exceeded their deductible, and they would draft out of an account set up by the City, and pay the employee.

Kanakanak Hospital was being treated as an in-network facility by AETNA, since there are no in-network facilities within the area (50 miles). They would treat it as 80-20% co-insurance, and AETNA was basing the charges on reasonable and customary. There was a chance a participant could be balance billed, additional costs could go to the participant over the negotiated cost (reasonable and customary).

Committee was in favor of having Craig Kestran present the information to the employees.

The Committee recognized that it would require a 60-day notice to make a plan change.

C. Fiscal Policy Development

1. Overall Rate Review

- a. Water and Wastewater
- b. Landfill

There was nothing to report.

D. Animal Shelter Facility

There was nothing to report.

VII. NEW BUSINESS

A.

VIII. PUBLIC/COMMITTEE COMMENT(S)

There were no comments from the public or the committee members.

IX. ADJOURNMENT

The meeting adjourned at 6:52 p.m.

Bob Himschoot, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2012-15

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 8.16 OF THE DILLINGHAM MUNICIPAL CODE RELATED TO ENHANCED 911 SERVICE TO INCREASE THE SURCHARGE FOR ENHANCED 911 SERVICE FROM \$1.46 PER MONTH TO \$1.76 PER MONTH

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM, ALASKA:

Section 1. Legislative Findings.

The City Council of the City of Dillingham finds as follows:

1. The City of Dillingham currently assesses a surcharge of \$1.46 per month for E-911 service.
2. The total annual 911 surcharge revenues received by the City for FY 2012 are \$59,580.
3. The current surcharge is not sufficient to meet the needs for operations upgrades and improvements to the enhanced 911 system.

Section 2. Amendment of Section 8.16.050. Section 8.16.050 of the Dillingham Municipal Code is hereby amended as follows with new language **bold** and underlined and deleted language in CAPS and [brackets].

A surcharge in the amount of [ONE DOLLAR AND FORTY-SIX CENTS] **\$1.76** per month per local access line is imposed on all local exchange access lines and each wireless telephone number that is billed to an address in the City of Dillingham. A local exchange customer may not be subject to more than one 911 surcharge per local exchange access line. A customer that has more than 100 local exchange access lines from a local exchange telephone company in the City is liable for the enhanced 911 surcharge only on 100 local exchange access lines. A wireless telephone customer may not be subject to more than one enhanced 911 surcharge for each wireless number.

Section 3. Notification. The City Clerk shall notify in writing the telephone customers subject to the surcharge and provide an explanation of what the surcharge shall be used for, prior to the effective date of the ordinance. The City Clerk shall notify in writing relevant local telephone companies and wireless telephone companies of the change being made to DMC 8.16 prior to the effective date.

Section 4. Effective Date. This ordinance shall be effective November 1, 2012.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Subject: An ordinance of the Dillingham City Council amending Chapter 8.16 of the Dillingham Municipal Code related to Enhanced 911 service to increase the surcharge for Enhanced 911 service from \$1.46 per month to \$1.76 per month

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval
 City Manager: Rose Loera
 Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance Director / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes X No _____ Funds Available: Yes _____ No _____

Other Attachment(s):

- None

Summary Statement.

The E911 system needs funding for equipment replacement and the cost of dispatch services. The \$1.46 that has been charged for the last few years has not been able to keep up with the failing equipment needs of the system. Recently the fund balance for the E911 fund was depleted to replace the console at the Public Safety Building. This still does not allow a backup system. The City needs to increase the surcharge so that the balance can build back up for the purpose of replacement equipment or backup equipment and continued dispatch cost assistance.

The \$9,708 represents revenues anticipated to be earned from November 1, 2012 through June 30, 2013. These numbers are based on the following:

Landlines and Cell Lines	4,045
Increase	\$.30
Monthly Increased Revenue	\$1,213.50
Eight (8) months Nov – June	\$9,708.00

City of Dillingham
Fiscal Note

Agenda Date: August 9, 2012

Request: Increase E911 Surcharge

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$ 9,708.00		FUNDING SOURCE E911 Fund	
FROM ACCOUNT E911 Revenue \$ 9,708.00		Project E911 additional revenues from surcharge increase	
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date: 7/28/2011	

EXPENDITURES

E911 Fund	FY12	FY13	FY14	FY15
Major Equipment				
JAG Grant				
Major Equipment				
Other Financing Source				
Major Equipment				
TOTAL All Sources	\$ -	\$ -	\$ -	\$ -

CAPITAL				
---------	--	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

E911	\$ 9,708.00			
State/Federal Funds				
Articom Financing				
TOTAL FUNDING	\$ 9,708.00			\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: Carol Shade August 9, 2012

DEPARTMENT: Finance Department August 9, 2012

APPROVED BY: Carol Shade August 9, 2012

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-42

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING REQUESTS FOR ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION MUNICIPAL MATCHING GRANTS FOR LANDFILL AND WASTEWATER COLLECTION SYSTEM UPGRADES

WHEREAS, the safe, sustainable disposal of Dillingham's human waste is the City's top priority and includes three interrelated but separate systems; the wastewater treatment plant, the wastewater collection system, and the landfill; and

WHEREAS, all of these systems have documented serious deficiencies and violations:

- The wastewater collection system does not meet current engineering standards and its lift stations have significant risks to health and safety;
- The condition of the landfill and wastewater treatment plant operations have been documented as out of compliance for years;
- In a letter of March 8, 2012, the ADEC informed the City that it must have another method of waste disposal than burning its waste in a burn box no later than the current permit expiration date of June, 1, 2014; and
- The lack of proper septage and sludge disposal facilities affects the functioning of the whole system and has resulted in chronic permit violations in the wastewater treatment lagoon effluent;

WHEREAS, the City of Dillingham is requesting grant funding for upgrades to its entire wastewater and solid waste infrastructure: wastewater treatment plant, wastewater collection system and landfill; and

WHEREAS, water and sewer system improvements were identified as a health and safety priority in the 2003 Dillingham Water and Sewer Master Plan; and

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves the submittal of online questionnaires for wastewater collection system and landfill upgrades to the ADEC Municipal Matching Grant Program; and further notes that these are interrelated components to the City's number one priority for state funding: wastewater treatment plant upgrades.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2012-42

Subject: A Resolution of the Dillingham City Council supporting the submittal of questionnaires to the Alaska Dept. of Environmental Conservation for Municipal Matching Grant funds for the landfill and wastewater collection system upgrades

Agenda of: August 9, 2012

Council Action:

Manager: ~~Recommend~~ approval.
 City Manager: Rose Loera
 Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Finance Director / Carol Shade	CS	
X	Public Works Director / Malcolm Brown	MB	
X	Planner / Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s): None

Summary Statement.

The attached resolution is to express support for questionnaires that the City Planning and Public Works Departments are submitting to ADEC for funding for two projects that are part of the City's waste management system – the landfill and the wastewater collection (sewer) system upgrades. The process is two steps: 1.) fill out online questionnaires that are prioritized by ADEC. If the questionnaire submittal is ranked high, then, 2.) the ADEC invites the entity to apply for a grant. These two projects are so closely related to the wastewater treatment plant (sewage and septage disposal both potentially involve landfill structures that can handle sludge and septage) that staff felt it was important to submit a resolution supporting submittal of both, despite the fact that only one project (the wastewater treatment plant upgrades) can be identified as the City's number one priority for all state funding.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-43

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING FORECLOSURE PROCEEDINGS ON DELINQUENT PROPERTY TAXES FOR THE YEARS 2006 - 2011

WHEREAS, AS 29.45.320-330 allows the City of Dillingham to collect unpaid real property taxes through in rem foreclosure proceedings against all real property for which the property tax has not been paid in full; and

WHEREAS, the City's Finance Department has prepared a foreclosure list identifying properties for which the tax has not been paid in accordance with AS 29.45.330;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The City Attorney is hereby authorized to file a foreclosure action against all property identified in the foreclosure list.
2. The City Clerk is hereby directed to certify and publish the foreclosure list and provide notice of the commencement of the foreclosure action in accordance with AS 29.45.330 and DMC Chapter 4.15.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2012-43

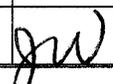
Subject: A Resolution of the Dillingham City Council authorizing foreclosure proceedings on delinquent property taxes for the years 2006-2011

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade		
X	City Clerk / Janice Williams		

Fiscal Note: Yes _____ No _____ Funds Available: Yes _____ No _____

Other Attachment(s):

- List of 2012 Foreclosures covering the years 2006 - 2011

Summary Statement.

Property taxes are mailed out by July 1 of each year for property in place as of January 1 of the same year. Taxes are due and payable in full by the first working day in December of the same year. On accounts with outstanding balances remaining at December 31, DMC Section 4.15.200, Foreclosure List, lays out the process for collecting on those accounts.

Upon adoption of the resolution, the City will present a petition for judgment and a certified copy of the foreclosure list for the previous year's delinquent taxes in the Superior Court for judgment.

Moving through the foreclosure steps can be a very lengthy process. During that time, property owners are encouraged to work with the City to make payment arrangements if they are financially unable to pay off the debt in a lump sum. The City can provide a deferred payment option which allows the owner to pay off their account over a reasonable period of time.

Definition of in rem (first paragraph of the resolution, "allows the City of Dillingham to collect unpaid real property taxes through in rem foreclosure proceedings") – the power of the court to exercise proceedings over property.

Foreclosure List 2012
2006-2011

City of Dillingham
All Balances are accurate as of 8.2.2012

Acct No	Acct Name	2006	2007	2008	2009	2010	2011	Penalties	Interest	Grand Total
ANGAS01	ANGASAN, VAL/CECELIA *						2,242.50	224.25	78.47	2,545.22
BINGMAN01	BINGMAN, JIM SR.						18,029.70	1,802.97	649.67	20,482.34
CREASEY01	CREASEY, WALTER JR. *						1,808.65	230.49		2,039.14
DYASUK01	DYASUK, ANDREW						274.30	27.43	9.59	311.32
FRANKE02	CHARLES FRANKLIN ESTATE			1,507.52	1,511.90	1,511.90		604.76	52.92	6,700.90
GRANTAV01	GRANT AVIATION, INC * 2						2,235.54	992.62	-	3,228.16
INGHAM01	INGHAM, MIKE/SHERRY					477.86	1,617.20	323.44	56.63	2,475.13
JACKSON02	JACKSON, HOPE					200.50	977.60	135.52	34.23	1,347.85
JOHAN01	JOHANSEN, INGVAR/SANDRA					762.81	2,211.30	221.13	77.42	3,272.66
LIBBY03	LIBBY, JACK *						4,447.30	444.73	170.66	5,062.69
LINDEN01	LINDENAU, DAVID						486.20	48.62	14.58	549.40
LUDLOW01	LUDLOW, TIMOTHY			2,034.72	1,524.38	3,074.50		922.35	336.05	10,966.50
LUDWIG01	JOHN LUDWIG ESTATE						1,488.48	144.51	7.23	1,640.22
MCCORMF01	MCCORMICK, FREDDY	260.00				286.00	286.00	83.20	110.63	1,025.83
MCLINN01	MCLINN, KATHY *						1,917.50	191.75	67.13	2,176.38
MORAN02	MYRON MORAN ESTATE				939.90	939.90		279.76	460.00	3,559.46
SAMPSON01	SAMPSON, EILEEN						138.65	13.86	7.00	159.51
SERGIE01	SERGIE, ANNIE					682.56	817.70	163.54	28.63	1,692.43
SHADE03	SHADE, HENRY/ESTATE						3,363.10	336.31	117.74	3,817.15
SMEATON03	SMEATON, NICK J					83.20	91.00	17.42	21.00	212.62
SMITHW01	SMITH, H. SALLY					3,586.70	3,586.70	717.34	376.53	8,267.27
SYLVES01	SYLVESTER, RICHARD *						1,938.30	193.83	29.07	2,161.20
TIMMERM02	TIMMERMAN, VALERIE *						926.90	92.69	32.41	1,052.00
WASSILY03	WASSILY, STEVE					282.45	994.50	-	36.08	1,313.03
WREN08	WREN, CLARA *						309.40	245.77	10.85	566.02
WREN12	WREN, JOHN C. *						1,371.50	137.15	109.77	1,618.42
YORK01	YORK, JESSICA *						836.00	80.77		916.77
YUKLUK01	YUKLUK, JOSEPHINE						1,362.40	136.24	47.67	1,546.31
YUKLUK02	YUKLUK, FANNIE ANN						418.60	41.86	14.63	475.09
Grand Total		260.00	-	3,542.24	3,976.18	11,888.38	59,703.32	8,854.31	2,956.59	91,181.02

Note:

- 1 This is for two separate properties. The statement is addressed to Fannie Mae, and mailed to a Dallas, Texas address.
- 2 The invoices & penalties are for two separate properties
- * The names with an asterisk beside them were listed on the 2005-2010 Foreclosure List and are presently in the foreclosure process.

City of Dillingham

All Balances are accurate as of 8.2.2012

Foreclosure List 2012
2006-2011

Affidavit:

I certify that I am the City Clerk of the City of Dillingham, and that the foregoing foreclosure list is true and correct to the best of my knowledge and belief.



Janice Williams

City Clerk for the City of Dillingham

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-44

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING A GRANT OF EASEMENT TO THE STATE OF ALASKA FOR THE IMPROVEMENT OF KANAKANAK ROAD

WHEREAS, the State of Alaska is planning to improve Kanakanak Rd. from Squaw Creek to the Kanakanak Hospital using federal funds; and

WHEREAS, a certain parcel of City owned property is needed to replace and extend the existing although damaged culvert located approximately five miles southwest of "Downtown" Dillingham; and

WHEREAS, a bona fide appraisal has placed the value of the easement right at six cents per square foot for a total value of three hundred twenty-five dollars; and

WHEREAS, the City Municipal Code section 5.30.040 (D) allows granting or dedication of real property rights, including easements, to a state entity without offering the property for public sale; and

WHEREAS, the City will continue to own without reservation the balance of the adjacent parcel consisting of 22.46 acres;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Dillingham City Council hereby authorizes the Mayor or City Manager to execute any and all documents necessary to provide granting of the easement identified as E-2 of the Federal-Aid Project STP-0411(8) with a value of \$325.00.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Subject: A Resolution of the Dillingham City Council Authorizing a Grant of Easement to the State of Alaska for the Improvement of Kanakanak Road

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval.
City Manager: Rose Loera
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Project Mgr / Steve Cropsey		
X	Public Works Director / Malcolm Brown	<i>MB</i>	
X	Planner / Jody Seitz	<i>JS</i>	
X	Finance / Carol Shade	<i>CS</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

- Other Attachment(s):**
- Copy of letter from DOT dated July 24, 2012

Summary Statement.

There is no cost associated to the City with passage of this Resolution, in fact the City will be paid \$325.00 for this easement.

Comments from Project Manager Steve Cropsey:

The existing culvert is damaged. The State needs additional area to access the culvert in order to replace and extend it. Replacement of the culvert will enhance the value of the remaining City owned parcel, which has an area of 22.46 acres. The State has provided an appraisal using three comparable sales, which support the fair market value of the easement being conveyed at six cents per sq. ft. The easement being granted is triangular in shape, approximately 185 feet long by 50 feet deep, and does not negatively impact the City's remaining parcel. Improving the Kanakanak roadway surface certainly does benefit all users in the area.

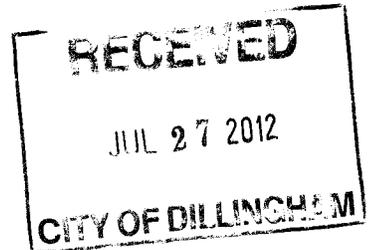
STATE OF ALASKA

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

DESIGN & ENGINEERING SERVICES DIVISION
CENTRAL REGION - RIGHT OF WAY SECTION

SEAN PARNELL, GOVERNOR

4111 AVIATION AVENUE
P.O. BOX 196900
ANCHORAGE, AK 99519-6900
(907) 269-0700 (FAX 269-0828)
(TDY 269-0473) 1-800-770-5263



July 24, 2012

CERTIFIED MAIL RETURN RECEIPT
91 7108 2133 3939 4147 6069

Mr. Steve Cropsey, Interim City Manager
City of Dillingham
P. O. Box 889
Dillingham, AK 99576

Re: Kanakanak Road
Project #52458
Request for Easement
Project Parcel No. E-2

Dear Mr. Cropsey:

As you may be aware, the State of Alaska, Department of Transportation and Public Facilities (DOT&PF) plans to improve the Kanakanak Road. This letter briefly explains the project and discusses the need for an easement on your property, for a work area to remove & install a drainage pipe and headwall next to the road right of way. The enclosed brochure, "Acquiring Real Property for Federal and Federal-Aid Programs and Projects", will provide information about the right of way acquisition procedures and your rights.

The Project

This federally funded project provides new paving along Kanakanak Road, from Squaw Creek to the hospital. This portion of the project has revealed a failed culvert and need for improved drainage, under the roadway.

Easement E-2

An easement on your property is needed to provide a sufficient work area for the existing pipe to be removed and a new headwall and pipes to be place for necessary drainage. This easement is an area triangular shaped 50 feet deep by approximately 185 feet long, along the Kanakanak Road containing 5,893 square feet.

Parcel E-2 creates an easement interest on your property; considered to reduce the value by 90% of the property's usefulness. A Waiver Valuation for this temporary easement has been completed, reviewed, and approved (copy enclosed). DOT&PF uses this appraisal format for parcels that are estimated to have a value less than \$10,000.

Based on the approved Waiver Valuation, just compensation for Parcel E-2 is determined to be \$325.00. This is for the value of the whole easement affecting your parcel.

The documents necessary to complete this easement acquisition on your property are enclosed and include:

- (1) A Memorandum of Agreement (MOA): the MOA puts the details of the transaction in writing.
- (2) An Easement: with attached Plat: This document will be used to convey the needed easement rights in the property. The Plat attached to it as Exhibit A represents the specific easement area.
- (3) A Purchase Voucher. The Purchase Voucher is needed to order payment. The Internal Revenue Service requires that we report sale proceeds. To help us with this, please include a social security or Taxpayer Identification Number on the Purchase Voucher where highlighted.

If everything appears to be in order, please sign all documents where indicated, have the easement document notarized, and return them to me in the attached postage paid envelope. I will forward you a complete package of all the documents when I have all required signatures.

Please call me if you have any questions. I can be reached at 1-800-770-5263, x0675 or via email at karen_michaelson@ak.gov.

Sincerely,



Karen Michaelson
Right of Way Agent

Enclosures: As stated above

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-45

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL DESIGNATING WASTEWATER TREATMENT PLANT UPGRADES AS THE NUMBER ONE LOCAL STATE FUNDING PRIORITY FOR FISCAL YEAR 2014

WHEREAS, the City of Dillingham is requesting grant funding for the Wastewater Treatment Plant Improvements Phase 1 from the Alaska Department of Environmental Conservation (ADEC); and

WHEREAS, the ADEC requests that the City of Dillingham identify this project as community's number one local state funding priority for fiscal year 2014; and

WHEREAS, water and sewer system improvements were identified as a health and safety priority in the 2003 Dillingham Water and Sewer Master Plan, prepared by Bristol Engineering Services Corporation ("BESC"); and

WHEREAS, the wastewater treatment plant is in urgent need of upgrades to achieve compliance with state and federal discharge standards; and

WHEREAS, the City of Dillingham wastewater treatment plant was constructed in 1987 without septage handling facilities and approximately two thirds of the current population uses on site wells and septic; and

WHEREAS, the population of Dillingham may as much as triple in the summer; and

WHEREAS, the lagoon was not constructed to handle current amounts of septage disposal much less the seasonal increase in population; and

WHEREAS, Phase I of the Wastewater Treatment Plant Improvements will design, permit, and construct improvements that will help the facility achieve necessary compliance with state and federal regulations;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council designates the Wastewater Treatment Plant Phase I Improvements as the number one local state funding priority for fiscal year 2014.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2012-45

Subject: A resolution of the Dillingham City Council designating wastewater treatment plant upgrades as the number one local state funding priority for fiscal year 2014

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval

City Manager: Rose Loera
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Public Works Director / Malcolm Brown	MAB	
X	Planner / Jody Seitz	JS	
X	Finance Director / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s): None

Summary Statement.

Resolution No. 2012-38 designates wastewater treatment plant phase 1 improvements as the number one priority for state funding in FY2014. The resolution is worth 50 points in the grant application scoring matrix. Staff has been able to identify a combination of matching funds for additional points.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-46

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE EXCHANGE OF EASEMENTS BETWEEN CHOCCIUNG LTD. AND THE CITY OF DILLINGHAM

WHEREAS, the City of Dillingham required an easement from Choggiung for the construction of the new force main which will serve to transport most of the City's wastewater to the City's wastewater treatment plant across and under Choggiung Ltd. owned land; and

WHEREAS, Choggiung Ltd wants to construct a wastewater conveyance line from the Court House to a point of connection of the City's sewer system across and under City owned land and which pipeline and appurtenances will be owned and maintained by, Choggiung Ltd.; and

WHEREAS, neither easement will include any surface rights and are determined to be of equivalent value; and

WHEREAS, the City Municipal Code section 5.30.040 (D) allows such an exchange when it is beneficial to and in the public interest; and

WHEREAS, Choggiung LTD. will provide "As built" drawings of the actual location and depth of the line along an alignment approved by City Staff in cooperation with Dillingham School District Administration; and

WHEREAS, it is the public interest for both wastewater issues to be resolved; and

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Dillingham City Council hereby authorizes the Mayor or City Manager to execute any and all documents necessary to provide for the exchange of easements to accomplish the goals established herein.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Subject: A Resolution of the Dillingham City Council authorizing the exchange of easements between Choggiung Ltd. and the City of Dillingham

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Project Mgr / Steve Cropsey	SC	
X	Public Works Director / Malcolm Brown	MB	
X	Planner / Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes X No _____

Other Attachment(s): None

Summary Statement.

Comments from Project Manager Steve Cropsey:

The values of the easements are determined to be of equal value to the parties needing the easement from the other party. The City needs the easement from Choggiung LTD. for the construction of the relocated force main. Choggiung needs an easement to the City's sewer system in order to run a sewerage disposal line. Neither easement includes surface rights as each line will be HDPE welded line. By Choggiung LTD. installing this line will eliminate the current courthouse-holding tank and the truck haul of wastewater to the City's wastewater treatment plant. The Municipal Code allows such an exchange when it is in the "Public interest" DMC 5.30.040 (D). It is in the City's interest and therefore the public interest to relocate the force main avoiding the danger of continued use of the exposed force main on the beach at Snag Point. Choggiung wants to deal with sewerage disposal in a more efficient way than it is now done. The City also prefers to have wastewater conveyed to the treatment plant through a piped conveyance system, which makes Choggiung LTD's desire also in the public interest.

Dillingham School District Administration has been included in the planning for the routing of the Choggiung LTD. sewer line and agrees with the location.

CITY OF DILLINGHAM, ALASKA

RESOLUTION 2012-47

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING A STATE OF ALASKA HOMELAND SECURITY AND EMERGENCY MANAGEMENT (DHS & EM) FUNDS IN THE AMOUNT OF \$4,000 FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

WHEREAS, funds are available to the City that would enable the Dillingham Fire Department to enhance its Emergency Management capabilities and its abilities to react with the homeland security program; and

WHEREAS, the required 50% local match is met with the expenditures from the City's general fund; and

WHEREAS, the City agrees to the terms and conditions of the grant award;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

- 1. The City accepts State DHS&EM funds in the amount of \$4,000.
- 2. The City Council authorizes the City Manager or alternatively the Mayor to sign all documents on behalf of the City.

PASSED and ADOPTED by the Dillingham City Council on _____, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2012-47

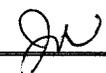
Subject: A resolution of the Dillingham City Council accepting a State of Alaska Homeland Security and Emergency Management (DHS & EM) funds in the amount of \$4,000 for emergency management performance grant (EMPG)

Agenda of: August 9, 2012

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Fire Dept. Coordinator / Ethan Richards		
X	Finance Director / Carol Shade		
X	City Clerk / Janice Williams		

Fiscal Note: Yes _____ No X Funds Available: Yes X No _____

Other Attachment(s): None

Summary Statement.

Resolution No. 2012-47 accepts a grant from the State of Alaska Division of Homeland Security in the amount of \$4,000 for Dillingham Emergency Management Projects. These grant funds will be used to continue work on the City's emergency response plan, National Incident Management (NIMS) training and similar public safety related programs. The grant has a 50% local match requirement which is met through budgeted salaries.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-48

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE PERSONNEL RULES, SECTION 11.00, RESIGNATIONS

WHEREAS, the City administration is in the process of updating its current Personnel Regulations, but is looking to make an immediate change to Section 11.00, Resignations, having to do with when final paychecks need to be processed; and

WHEREAS, currently the City's Personnel Regulations, Section 11.00, Resignations, page 44, paragraph 4 reads as follows:

Upon voluntary termination, the final paycheck will be available within three working days following the effective date of termination. They may, however, be retained pending the return of equipment, keys, IDs, and/or uniforms owned by the City and check out by the employees. Check available will be dependent on prompt submission of time sheets to the payroll department.

WHEREAS, there is no mention of involuntary termination; and

WHEREAS, the U.S. Dept. of Labor by federal law does not require that employers give former employees their final paychecks immediately, and in the State of Alaska when an employee is terminated the employer is required by State law to pay the final paycheck within three working days from the last day worked, but when an employee quits final payment is due at the next regular payday that is at least three days after the employer received notice of the employer's termination; and

WHEREAS, the administration recommends removing the specific reference to voluntary termination and adding language so that the city's personnel regulations are consistent with state requirements that apply to both voluntary and involuntary termination of employment; and

WHEREAS, the Dillingham Municipal Code Section 2.60.010 provides that provisions for hiring policies, conditions of city employment, travel and other pay allowances, suspension, demotion and dismissal, vacation time, sick leave, leaves of absence and grievances are adopted by the Council by resolution; and

NOW, THEREFORE, BE IT RESOLVED that Section 11.00, Resignations, be amended to remove the word voluntary and replace it with the following language: (additions are **emboldened** and underlined and deletions are in CAPS and [brackets]):

11.00 Resignations (page 44, paragraph 4)

[UPON VOLUNTARY TERMINATION, THE FINAL PAYCHECK WILL BE AVAILABLE WITHIN THREE WORKING DAYS FOLLOWING THE EFFECTIVE DATE OF TERMINATION.] **Employees will receive their final pay in accordance with applicable state law.**

BE IT FURTHER RESOLVED that this change become effective upon adoption.

PASSED and ADOPTED by the Dillingham City Council on _____.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Subject: A resolution amending the Personnel Rules, Section 11.00, Resignations

Agenda of: August 9, 2012

City Council Action:

Manager: Recommend approval

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance Director / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes ___ No X Funds Available: Yes ___ No ___

Other Attachment(s):

- Page 44, Personnel Regulations, Section 11.00, Resignations

Summary Statement.

The Dillingham Municipal Code Section 2.60.010 provides that provisions for hiring policies, conditions of city employment, travel and other pay allowances, suspension, demotion and dismissal, vacation time, sick leave, leaves of absence and grievances are adopted by the Council by resolution.

This resolution would add language so that the city's personnel regulations regarding last paycheck are consistent with state requirements.

XI. TERMINATION OF EMPLOYMENT

11.00. RESIGNATIONS Oral or written notice of a resignation from employment is effective upon either oral or written acceptance of the resignation by the resigning employee's supervisor. A written or oral resignation may be accepted either orally or in writing. (Res. No. 99-50) To resign in good standing, an employee must present a written resignation to his/her department head at least 14 calendar days in advance of the resignation date, exclusive of accrued leave which the employee intends to take. This requirement may be waived in writing by the City Manager if extenuating circumstances exist. A copy of the employee's resignation shall be kept in the employee's personnel file. A resignation without the notice required by these rules is cause for denying the resigning employee eligibility for future employment. If no written resignation is received, the employee will be considered to have left without adequate notice and any reference will be so noted. If a resignation is made and accepted orally, the supervisor will document the resignation in writing for inclusion in the employee's personnel file.

An employee shall be regarded as having resigned if, without notice to his/her supervisor, he/she fails to report for duty for three successive working days; or he/she fails to report for duty within three successive working days following the expiration date of an approved leave of absence/vacation.

Upon approval of the City Manager, an employee may withdraw his/her resignation at any time prior to the effective date of the resignation providing the position has not already been filled.

Upon voluntary termination, the final paycheck will be available within three working days following the effective date of termination. They may, however, be retained pending the return of equipment, keys, IDs, and/or uniforms owned by the City and checked out to the employees. Check availability will be dependent on prompt submission of time sheets to the payroll department.

For record purposes, the last day worked is to be considered the termination date despite any paid accrued leave.

11.05. LAYOFFS AND RECALL The City Manager may lay off an employee in any regular, provisional or temporary position due to a lack of work or funds at any time. The employee's current job performance and then their length of service shall be the major factors used to determine the order in which regular employees shall be released. Consideration may also be given to employee efficiency and effectiveness as documented in past performance evaluations. At least two weeks before the effective date of a layoff, the City Manager shall notify the employee(s) being laid off, in writing, of the reasons for the layoff.

The City will endeavor to recall employees from layoff status based upon the needs of the City and the qualifications of the employee. If, in the opinion of the City, the qualifications of two or more employees are roughly equal, the employee with the greatest length of service with the City will be recalled first. Employees on layoff status are eligible for recall for one year from the date of layoff.

CITY OF DILLINGHAM, ALASKA

RESOLUTION 2012-49

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE REINSTATEMENT OF THE COASTAL ZONE MANAGEMENT PROGRAM

WHEREAS, Alaska had a strong coastal management program for 34 years, giving Alaskans a local voice in crucial land use decisions. Coastal management is about the only situation in which the federal government must, by law, consider local concerns. Any state with a coastal management program must involve local people in the process; and

WHEREAS, the ACMP benefits coastal communities like Dillingham by providing the means to influence decision-making in areas such as OCS development and large scale mining that would otherwise not exist. Without the ACMP our participation in activities that occur right off our door steps -- whether we exist as unorganized districts or as municipalities -- is reduced to that of **ANY** citizen or entity in the entire country, including outside environmental organizations. Without the ACMP, local Alaskans do not have a seat at the table when decisions are being made about resource development; and

WHEREAS, the ACMP is **not** a tool to thwart resource development or to be anti-development, rather, the program encourages responsible development by building consensus and trust between the diverse stakeholders; and

WHEREAS, the loss of our opportunity to participate in **coastal zone management** is a critical issue for the citizens of our community and region; and

WHEREAS, on Aug. 28, all registered voters will be asked to decide whether the voices of local Alaskans will be heard by government as it manages our state's vast, rugged and beautiful coastline. Our decision will permanently affect our futures, and the futures of our children; and

WHEREAS, in Senator Arlis Sturgulewski's words, "one of the elegant and powerful features of Alaska's form of government is the power of citizens to act when their legislature can't or won't. With the coastal management initiative, everyday Alaskans have stepped in to fix the situation. The initiative is simple. It was written for Alaska by Alaskans. If we pass it, the coastal management program will give us back our rightful seat at the table with industry and federal and state governments when important land use decisions are discussed and made. Restoring the proposed program isn't complicated. And it isn't radical. It's an effort to continue something that served Alaskans very well for more than 3 decades"; and

WHEREAS, the City of Dillingham supports all efforts to reinstate the coastal zone management program;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council supports the reinstatement of the coastal zone management program.

BE IT FURTHER RESOLVED that the City Council of the City of Dillingham urges all Dillingham residents to be informed, be involved and vote.

APPROVED and ADOPTED by the Dillingham City Council on _____,
2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Subject: A resolution supporting the reinstatement of the Coastal Zone Management Program

Agenda of: August 9, 2012

City Council Action:

Manager: Recommend approval

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Planning / Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes ___ No X Funds Available: Yes ___ No ___

Other Attachment(s):

- PC Resolution No. 2012-12, encouraging support for Ballot Measure 2: Coastal Zone Management Program, adopted July 20, 2012
- Point of View – Arliss Sturgulewski, Published July 30, 2012
- SWAMC Support for Coastal Zone Management, May 19, 2011

Summary Statement.

Reinstatement of Coastal Zone Management Program, Ballot Measure 2, will be on the ballot at the primary election, August 28, 2012. Council Chambers polling hours are 7:00 a.m. to 8:00 p.m. for this election.

RESOLUTION 2012-12

A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Encouraging support for Ballot Measure 2: the Coastal Zone Management Program

WHEREAS, Alaska's coastal communities have been without a coordinating body to handle public comment on permitting and land use issues since the elimination of the Alaska Coastal Zone Management Program in 2011; and

WHEREAS, Rural Alaska residents have unique and valuable knowledge about resources, land, and climate, useful in evaluating development projects; and

WHEREAS, the former Coastal Zone Management Program gave residents a way to effectively engage in the permitting process and contribute this information; and

WHEREAS, Ballot Measure 2 on the August 28 election slate, would create 10 Coastal Resource Service Areas and reinstate old coastal zone districts, their work and functions; and

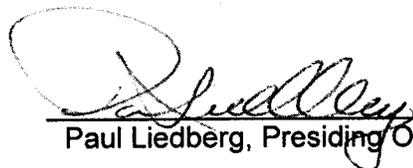
WHEREAS, the Measure would also create a Statewide Policy Board; and

WHEREAS, with the ACMP in place, projects proposed or permitted by the federal government would once again have to be found consistent with statewide standards and enforceable policies that exist within approved coastal district programs; and

WHEREAS, the program would once again give the State the ability to influence decisions on federally controlled land and waterways; and

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, vigorously supports all efforts to bring back the Alaska Coastal Management Program.

APPROVED AND ADOPTED THIS 20th DAY OF July, 2012.



Paul Liedberg, Presiding Officer



Jody Seitz, Acting Commission Clerk

Coastal plan puts us back on right track

COMPASS: Other points of view

By ARLISS STURGULEWSKI

Published: July 30th, 2012 07:08 PM

Last Modified: July 30th, 2012 07:08 PM

On Aug. 28, you will be asked to decide whether the voices of local Alaskans will be heard by government as it manages our state's vast, rugged and beautiful coastline. Your decision will permanently affect our futures, and the futures of our children. Please take the time to learn more about this citizens' initiative and draw your own conclusions.

During 14 years as a state senator, that's what I always tried to do.

Not that long ago, Alaska had a strong coastal management program. In fact, it worked well for 34 years, giving Alaskans a local voice in crucial land use decisions. Coastal management is about the only situation in which the federal government must, by law, consider local concerns. Any state with a coastal management program must involve local people in the process.

The coastal management program we had helped coordinate decision-making among various government agencies, helped identify problems and solutions, and resolved disputes before they turned into lawsuits. It made the permitting of our coastal development smarter and more efficient.

When the coastal management program was due to be reauthorized, state lawmakers tried to continue it, but were unable to agree on the best approach. Then the program expired. That made Alaska the only coastal state in the U.S. without a coastal management program.

I know all too well how legislators can wrap themselves around their own axles. I've seen it happen again and again, despite the best of intentions. Too many lawmakers juggling too many divergent interests can keep a legislature from doing what's obviously needed. That's when citizens like you and I must step in.

One of the elegant and powerful features of Alaska's form of government is the power of citizens to act when their legislature can't or won't. With the coastal management initiative, everyday Alaskans have stepped in to fix the situation.

The initiative is simple. It was written for Alaska by Alaskans. If we pass it, the coastal management program will give us back our rightful seat at the table with industry and federal and state governments when important land use decisions are discussed and made. Restoring the proposed program isn't complicated. And it isn't radical. It's an effort to continue something that served Alaskans very well for more than 3 decades.

Today, without a program in place, local Alaskans lack a seat at the table. As a matter of fact, there isn't even a table. Decisions affecting federal lands along our coasts are made unilaterally by the federal government -- with "help" from corporations and other powerful, monied organizations, of course. But average Alaskans -- the ones most directly affected by federal government decisions -- are left out.

No seat.

No voice.

No influence.

Based on my experience trying to make good public policy, the choice is simple. Our Last Frontier will fare best in the long run if local Alaskans are directly involved in shaping its future.

Please read the initiative for yourself. Study it. Listen to the contending points of view. Challenge the assertions of advocates. Make up your own mind, no matter how much money partisans on one side or the other spend on advertisements supporting their position.

Look at who's backing the initiative. Working Alaskans. Special interests. Your neighbors. Corporations. I know who I trust in that equation.

Alaskans want us back on the right track on this one. I've seen enough to convince me to vote for the coastal management citizens' initiative next month. I hope you'll join me.

Arliss Sturgulewski served in the state Senate for 14 years and is a member of the Education First Committee.

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Read more here: <http://www.adn.com/2012/07/30/2563812/coastal-plan-puts-us-back-on-right.html#storylink=cpy>

May 19, 2011

Governor Sean Parnell
Senate President Gary Stevens
Speaker of the House Mike Chenault
Senator Lyman Hoffman
Representative Alan Austerman
Representative Bryce Edgmon

The loss of our opportunity to participate in **coastal zone management** is a critical issue for our organizations and the citizens of our region. The program participants of our region; **the Kodiak Island Borough, the Aleutians East Borough, the Aleutians West CRSA, the Lake and Peninsula Borough, the Bristol Bay Borough, the Bristol Bay CRSA and the Southwest Alaska Municipal Conference** join collectively to urge you to do whatever possible to prevent the dismantling of the Alaska Coastal Management Program.

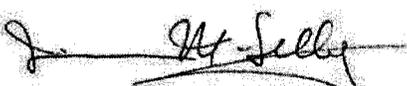
The ACMP benefits the State of Alaska and its coastal communities in essentially two ways. First, it gives state government the ability to influence decisions on federally controlled land and waterways. With the ACMP program in place, projects proposed or permitted by the federal government must be found consistent with statewide standards and enforceable policies that exist within approved coastal district programs. This requirement gives the state and coastal districts the means to influence federal decision-making in federal areas such as OCS development that would otherwise not exist. The program also provides Alaska with millions of dollars annually in federal funds that more than doubles the amount contributed by the state.

The CRSA's and Boroughs in Southwest Alaska participate in the ACMP as coastal districts and because of that, we have a seat at the table for both state and federal decision-making for projects that affect coastal resources or uses. **In some of our districts, it is our only seat at the table.** Without the ACMP our participation in activities that occur right off our door steps -- whether we exist as unorganized districts or as municipalities -- is reduced to that of **ANY** citizen or entity in the entire country, including outside environmental organizations.

We would like to state unequivocally that the ACMP is **not** viewed as a tool to thwart resource development efforts or to be anti-development in nature. The program works best when it encourages responsible development by building consensus and trust between the diverse stakeholders. We have worked hard to use the program to help strike the sensitive balance that can exist between the creating of economic opportunities and the proper stewardship of our coastal habitats. This overarching purpose is embedded in the federal legislation that created the Alaska Coastal Management program in 1977 and one we have embraced for the 35 years the program has been in place.

We know from experience that the loss of the ACMP program will do a significant disservice to all of Alaska. We vigorously support all efforts to bring the legislature back into session in order to keep the ACMP program alive.

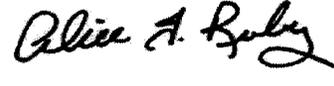
As such we urge you take the steps necessary to preserve the Alaska Coastal Management Program. If there is anything we can do to help make this happen please let us know.



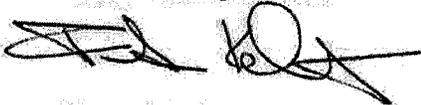
Kodiak Island Borough



Lake and Peninsula Borough



Bristol Bay CRSA



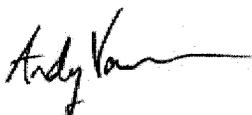
Aleutians West CRSA



Aleutians East Borough



Bristol Bay Borough



Southwest Alaska Municipal Conference

Northwest

Bering Straits CRSA
Bethel
Cenaliuriiit CRSA
Nome
North Slope Borough
Northwest Arctic Borough

Southwest

Aleutians East Borough
Aleutians West CRSA
Bristol Bay Borough
Bristol Bay CRSA
Kodiak Island Borough
Lake & Peninsula Borough

Southeast

Craig
Haines
Hoonah
Juneau
Ketchikan Gateway
Pelican
Sitka
Skagway
Thorne Bay
Yakutat

Southcentral

Anchorage
Cordova
Kenai Peninsula Borough
Matanuska-Susitna Borough
Valdez
Whittier

July 31, 2012

Mayor Alice Ruby
c/o City Clerk's Office
City of Dillingham
P.O. Box 889
Dillingham, AK 99576

Mayor Ruby,

I wish to be considered for the vacant seat on the City of Dillingham's Library Board assigned to the Bristol Bay Campus of the University of Alaska Fairbanks. I recently relocated to Dillingham to accept the position of Grant Coordinator with the BBC. I see active membership on the Board as an ideal way to serve the community while maintaining the relationship between the library and campus.

Prior to moving to Dillingham, I lived in Boise, Idaho, as I pursued my Master of Public Administration at Boise State University. There, I was a member of two committees – Family Support and Family Selection – for Boise Valley Habitat for Humanity and the family partner for a family of seven from Somalia during their journey to homeownership. Also, I was a “big brother” to an 11-year-old boy as part of the local Big Brothers Big Sisters program. Finally, I regularly participated in the Idaho Humane Society's monthly Meals on Wheels program, delivering pet food to people unable to afford the cost of feeding their pets.

I believe the experiences gained from these volunteer pursuits would be assets for the Library Board. I have worked closely and successfully with people from backgrounds other than my own. I am open-minded, patient, an active listener, and able to consider multiple viewpoints when making a decision. I also feel the Board is a good fit for me because reading is one of my favorite leisure activities. And after graduating in May, I am thrilled to be able to read for fun again!

Both the campus director and my direct supervisor at the BBC are aware of this letter and support my interest in serving on the Board. If you have any questions or concerns about my background, please do not hesitate in contacting me using the information below. Thank you for your consideration.

Sincerely,



Brian K. Laurent, Jr.
P.O. Box 1293
Dillingham, AK 99576
bkl_jr@yahoo.com, e-mail
(907) 843-0575, cell
(907) 842-8307, work

The City has received two requests to consider a late filed appeal from the following real property owners:

1. Verna Nelson, Block 4, Nerka IV Subdivision
2. Randall Tinkerbinder, Lot 5A, Laura Subdivision

The issue is whether the BOE should consider a late-filed appeal of their property tax assessment. This is handled under DMC 4.15.125 (D) which requires the taxpayer to file a letter with the city clerk explaining why the taxpayer was unable to comply within the time limits and file an appeal within 30 days. Once these letters are filed with the city clerk the BOE is required to consider each letter and any supporting documents. A taxpayer may not make an oral presentation at this hearing. The board shall interpret the term "unable to comply" as meaning that a taxpayer must demonstrate compelling reasons or circumstances which would prevent a reasonable person under the circumstances from filing an appeal. If the request is granted, the taxpayer shall have thirty days from the date of notification by the city clerk to file an appeal. If the request is denied, the city clerk shall notify the taxpayer of the board's decision.

There is no requirement to take action on this request at the August City Council Meeting. All that is required is for a Special Meeting of the BOE to be scheduled at which time the BOE sitting as the Board of Equalization and not as the City Council can decide whether to allow a late filed appeal.

RECEIVED
JUL 19 2012

July 19, 2012

City of Dillingham
P.O. Box 889
Dillingham, AK 99576

To Whom It May Concern:

I've made requests as to the status of my requests and only found out today that I was to re-submit the Property Assessment Appeal Form.

I've attached communication as to my request(s) and the requested Property Assessment Appeal Form dated today.

Contact me should you require further information and/or clarification

Sincerely,



Verna M. Nelson
POB 1406 - 1819 Nerka Loop
Dillingham, AK 99576
(907)843-2494



City of Dillingham

Property Assessment Appeal Form

Return to: Dillingham City Hall • Phone (907)842-5225

Or Mail to: City Appraiser, PO Box 889, Dillingham, AK 99576

This appeal must be returned or postmarked no later than the date indicated on the Assessment Notice.

I appeal the assessed value for the property identified below:

Block 4, Nelka II Subdivision
plat number 81-10

Property Owner: Verna M. Nelson

Mailing address for all correspondence relating to this appeal:

Street Address or PO Box: 1406

City: Dillingham

State: AK

Zip: 99576

Phone: 843-2494, 957246

Email: adaki@stubbard.net

Why are you appealing your value? Check ONE and provide a detailed explanation below.

- My property value is excessive. (Overvalued)
- My assessed value is unequal to similar property.
- My property value was valued improperly. (Incorrectly)
- My property has been undervalued.

You must provide specific reasons and provide information supporting the item checked above:

- Notified only today I needed to submit a new appeal form.
- 2012 Paid in Full
- Included deed, policy for purchase & 2011 Real Property Notice

Additional Information Attached

Assessor Value From Notice	\$		
Owners Estimate of Value	\$		
Purchase Price of Property	Price	<u>20,000.00</u>	Purchase Date <u>9/24/2007</u>

For Office Use Only

The Board of Equalization (BOE) certifies its decision, based on the Findings of Fact and Conclusions of Law contained within the recorded hearing and record on appeal, and concludes that appellant (met/did not meet) the burden of proof that the assessment was unequal, excessive, improper or undervalued.

BOE Decision	
--------------	--

Date Heard

Certified (Chairman or Clerk of Board)

Date

For Official Use Only:

Board of Equalization Facts and Findings;

THE FOLLOWING INFORMATION WILL HELP SUPPORT YOUR APPEAL

Comparable Sales: Property Sold	Recent sales of similar property (within 3 years)		
	Owner/Address	Date of Sale	Sale Price

Information regarding sales of comparable properties may be obtained through personal research. Other information might include reports from inspectors or engineers concerning physical conditions, contractor estimates of cost of cure, documents from government agencies or experts regarding property limitations, appraisal documents, published blue book value, closing statements, legitimate advertisements, etc.

Has property been appraised within the last 5 years by anyone other than the Municipal Assessor?

Yes No

If Yes, appraisal date: _____ Appraised value: \$ _____

You may submit additional information to support your appeal of the assessed value.

Documents with additional facts must be submitted within 30 days of the date the Assessment Notice was mailed unless the Assessor agrees to an extension.

Please check the following statement that applies to your intentions:

- I intend to submit additional information within the required time limit.
- My appeal is complete. I have provided all the information that I intend to submit, and request that my appeal be reviewed based on the information submitted.

I hereby affirm that the foregoing information is true and correct, I understand that I bear the burden of proof, and that I am the owner (or owner's authorized agent) of the property described herein.

Wenhammer

Signature of Owner/Agent

07/19/2012

Date

Verna M. Nelson

Print Name

July 30, 2012

City Clerk
City of Dillingham
PO Box 889
Dillingham, AK 99576

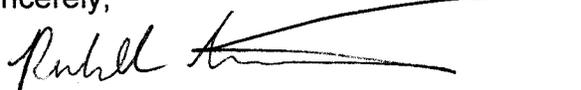
Subject: Request for a Late Filed Appeal

To Whom it May Concern:

I recently purchased the property at 107 Main Street at or around June 1, 2012 (vacated yellow house across from the Bristol Inn foreclosed on by Fannie Mae). The purchase price was between \$18,000 - \$19,000 with closing costs. The bank did pay the back taxes owed the City up through 2011, however, they did not pay the 2012 taxes. I understand the property assessment would have gone out March 15, and the appeal deadline was April 15. The assessment is based on \$108,400, but considering the really poor condition of the property and building, it is definitely not worth that amount. Had the property been in my hands prior to April 15, I would have definitely appealed the value. I would like to humbly request an opportunity to file a late appeal for 2012 property assessment. I have completed an appeal form and attached it with this letter.

Thank you for considering my request.

Sincerely,

A handwritten signature in black ink, appearing to read "Randall Finkerbinder", with a long, sweeping horizontal line extending to the right.

Randall Finkerbinder
PO Box 154
Aleknagik, AK 99555
907 440-4571



City of Dillingham

Property Assessment Appeal Form

Return to: Dillingham City Hall • Phone (907)842-5225

Or Mail to: City Appraiser, PO Box 889, Dillingham, AK 99576

This appeal must be returned or postmarked no later than the date indicated on the Assessment Notice.

I appeal the assessed value for the property identified below:

Lot 5A Laura Subdivision
107 Main Street + Dillingham, AK

Property Owner: Randall Finkenbinder

Mailing address for all correspondence relating to this appeal:

Street Address or PO Box: P.O. Box 154

City: Aleknagik State: AK Zip: 99555

Phone: (907) 440-4571 Email: randy.fink@btmail.com

Why are you appealing your value? Check ONE and provide a detailed explanation below.

- My property value is excessive. (Overvalued)
- My assessed value is unequal to similar property.
- My property value was valued improperly. (Incorrectly)
- My property has been undervalued.

You must provide specific reasons and provide information supporting the item checked above:

The property is uninhabitable and needs major re-modeling repairs in order for anyone to reside there. This property went through an auction process, and still the bank maintained possession and was finally purchased by me between 18,000 - 19,000 with closing cost. Additional Information Attached

Assessor Value From Notice	\$ 108,400	
Owners Estimate of Value	\$ 25,000	
Purchase Price of Property	Price 18,000 - 19,000	Purchase Date around June 1

For Office Use Only

The Board of Equalization (BOE) certifies its decision, based on the Findings of Fact and Conclusions of Law contained within the recorded hearing and record on appeal, and concludes that appellant (met/did not meet) the burden of proof that the assessment was unequal, excessive, improper or undervalued.

BOE Decision	
--------------	--

Date Heard

Certified (Chairman or Clerk of Board)

Date

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August 1, 2012

Dear Valued Customer:

PenAir began as an Air Taxi in 1955 with our first flights using a two-seat Taylorcraft aircraft moving medical patients between Pilot Point and Dillingham. Over the years we have grown to serve over 45 communities transporting passengers and critical cargo: from four wheelers, medical supplies, groceries and everything in between. The Air Taxi business was the foundation upon which our company was initially built.

Since our humble beginning, the airline industry has dramatically changed and those changes have forced us to refocus our business to ensure long-term success. As a result of that reevaluation, this fall, PenAir will begin the process of transitioning out of the Part 135 (Air Taxi) business and concentrate our resources on expanding our scheduled Part 121 operations. A singular concentration on the 121 operations will enhance PenAir's ability to serve more effectively and efficiently our customers and our major hubs of King Salmon, Dillingham, Cold Bay, Sand Point, St. Paul, St. George, Unalakleet, Aniak, Unalaska, McGrath, Presque Isle, Plattsburgh, Bar Harbor and Boston with our larger Part 121 aircraft.

During this transition, we will continue to take reservations and operate all of our Air Taxi locations until there is another service provider that is able to offer scheduled service to each location.

It has been a fulfilling 55 plus years serving all of our family and friends throughout bush Alaska. We appreciate the support we have been given throughout the years and look forward to continuing to provide quality large aircraft scheduled service to our customers and hub communities.

Should you have any questions, please feel free to contact the PenAir Sales and Marketing Department at 907-771-2500 or marketing@penair.com.

Subscribe
Sincerely,

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Past Issues

Trans



Daniel P. Seybert

CEO



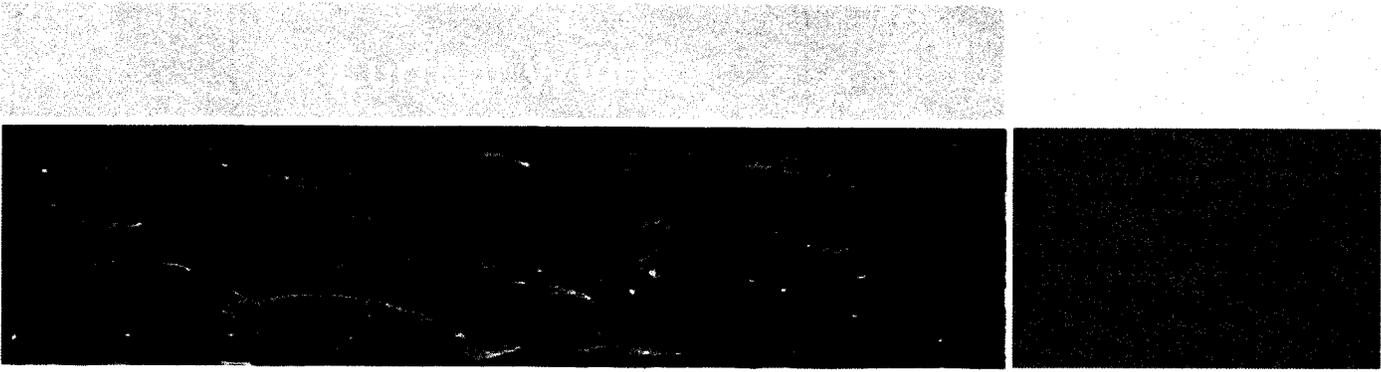
peninsula airways inc. | 6100 Boeing avenue | anchorage alaska 99502

907.771.2500 | fax 907.771.2661 | info@penair.com | penair.com

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Lake and Peninsula Borough's Response to the EPA's Draft Watershed Assessment

Dear Friends and Neighbors,

The Environmental Protection Agency (EPA) recently closed the comment period for its Draft Watershed Assessment. The draft watershed assessment was produced by EPA to explore the possibility of a mine in portions of the Bristol Bay watershed, including a significant part of the Lake and Peninsula Borough. Our comments on the draft are attached. The final draft is slated for release in November.

Sincerely,

Glen R. Alsworth, Sr.

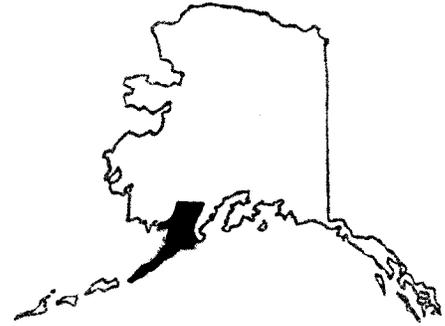


Lake and Peninsula Borough

P.O. Box 495
King Salmon, Alaska 99613

Telephone: (907) 246-3421

Fax: (907) 246-6602



July 20, 2012

Dear Sir or Madam,

Thank you for the opportunity to comment on the EPA Watershed Assessment. Lake and Peninsula Borough (LPB) offers the following comments about the draft document.

1. LPB has long advocated for applying a science-based approach to the Pebble decision process. Some of the Borough's past actions include:
 - *Expertise for evaluation of Dams.* The Borough responded to Northern Dynasty's 2006 preliminary dam application by pointing out that the normal process was not good enough for dams that could be higher than the Hoover Dam. We were the only group that recommended an alternate, stronger dam-evaluation process to bring greater expertise to the evaluation process.
 - *Expertise to Protect Fish.* When Northern Dynasty submitted a water rights application, LPB requested that DNR suspend evaluation of the application until more information was available. We also asked DNR and ADF&G to hire the best consultants to augment the expertise available in the agencies. We knew that our fish were important enough to warrant the additional steps to hire the best water resource experts in the nation to evaluate the data, and the means to protect them. We understand that we were the only group to make this recommendation to the agencies.
 - *Science not Sound Bytes.* LPB has frequently advocated that science be used to evaluate the effects of an eventual mine proposal rather than make decisions on 30-second television or radio advertisements.

For that reason, we are pleased that the EPA has begun a science-based dialogue. We are also pleased that the Watershed Assessment draft is subject to an independent peer review. The emphasis on science rather than TV commercials is a welcome addition to our dialogue.

2. LPB has long held that we cannot allow adverse impacts to our fish. Salmon is an all important food source and a cultural touchstone for our people and villages. In 2006 Lake and Peninsula Borough passed a resolution concerning the Pebble Prospect that reads in part:

"The Lake and Peninsula Borough will not trade a pristine environment for a mine. If the project is not shown to adequately protect Borough fisheries, water quality, natural resources, and social and cultural values, we will oppose it."

The sentiment in our 2006 resolution bears repeating: We will not trade our fish for a mine. If the proposed mine project means our fish are not protected, we must oppose it.

Chignik Bay • Chignik Lagoon • Chignik Lake • Egegik • Igiugig • Iliamna • Ivanof Bay • Kokhanok • Levelock
Newhalen • Nondalton • Pedro Bay • Perryville • Pilot Point • Pope Vannoy • Port Alsworth • Port Heiden • Ugashik

For these reasons, we appreciate that the major endpoint of the Watershed Assessment is the risk to salmon.

3. The social and cultural analysis is a welcome addition to the literature on our area, but it is incomplete. The analysis accurately describes the importance of salmon in our culture; however, it misses an important part of what is happening in our villages. A generation ago, our villages practiced a subsistence economy that was much less dependent on cash and employment. Many families could earn enough income in a six-week commercial fishing season that, along with subsistence, they could make a reasonable living. Today's fishing prices and higher operational costs, combined with the fact that permits are increasingly owned not by our villagers, but by people outside our Borough (and our state), too often means that commercial fishing openings in Bristol Bay – while still important to many of our citizens – no longer provides enough money for families to live off, even with a subsistence lifestyle. The consequence of change is that our villages need steady employment and income in order to survive.

Additionally, contrary to the information in the assessment, our population is not stable. Our villages are losing population. The Borough lost over 18% of its people since the 2000 census and the population is projected to continue the decline. The village of Ivanof Bay is a good example. The village lost its school and as a result the village closed over a decade ago. Pedro Bay lost its school in November 2010 and struggles to meet the population requirements for public services. Borough schools are facing an even steeper population loss. In 2002 there were 480 students enrolled in the LPB school district. In contrast, in 2011 there were 335 students attending school. This reflects a 30% decline in the student population. Ten years ago Nondalton had 73 students in its school; the most recent count was less than 30 students. A declining population is a problem for some of our villages; for others it is a crisis.

4. Representatives of the Pebble Partnership state that the hypothetical mine used by the EPA for analysis in the watershed assessment may not represent the eventual plan for Pebble. We have also heard that the hypothetical could not be permitted nor does it represent mines that could be proposed across the Borough. These are important concerns, and we do not know if they are accurate. To ensure the watershed assessment is not a futile exercise, LPB recommends that the peer review evaluate whether the hypothetical mine accurately represents what Pebble will propose, and whether it represents the range of mines that may be proposed in the future within the Borough.

In summary, we cannot support a development that threatens our salmon, but we must evaluate job opportunities with science, because the status quo threatens our villages and also threatens our culture.

Thank you for the opportunity to comment. We look forward to continued science-based and fact-based dialogue about Pebble, mining, and the problems and opportunities in our Borough. It is a welcome change from the repetitive, biased media frenzy we have seen so much of in recent years.

Sincerely,



Glen R. Alsworth, Sr.
Mayor



Sent to you by SWAMC Board of Directors & Staff Reply Print

Dear Alice & the good folks with the City.



On behalf of the SWAMC Board of Directors and Staff, thank you for your membership support for the new fiscal year. Your partnership and investment in SWAMC helps us carry out some of our duties over the next year, which will include:

- *Regional energy & infrastructure planning*
- *Regional broadband strategy*
- *Advocacy for Southwest Alaska business interests*
- *Fisheries analysis, research, and development*
- *Human capital & STEM education development*
- *Networking - Annual Conference, monthly newsletters & information sharing*
- *...and much, much more*

Let's work together to keep Southwest Alaska's economy strong. Please call on us any time if we can offer assistance.

All the best.

SWAMC Board of Directors & Staff
907 562.7380
www.swamc.org

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LEE M. FOLEY

PO Box 2748 ~ Bethel, AK 99559

leeswolf@hotmail.com

907.545.0143

July 7, 2012

Dillingham City Council
Dillingham, Alaska

Dear Mayor Ruby and Distinguished Council Members:

My recent visit to Dillingham as a guest of the City was a warm and memorable experience. The Dillingham area is truly gorgeous and what people picture when they think of Alaska. You are truly blessed to live and work in such a place.

I'm deeply appreciative of the opportunity I was given to compete for the City Manager's position and was most gratified to be selected as a finalist. Although I was not the candidate ultimately chosen, I was impressed with Rose Loera's quiet competence and professionalism. I'm confident she will serve Dillingham admirably as its new City Manager.

Tim Pearson's superb representation of the City's efforts in the search for a City Manager cannot be overstated. He was unfailingly courteous, always solicitous of the candidate's needs without compromising the City's requirements, and was the epitome of professionalism throughout. Your choice of Tim to facilitate the process was perfect in all respects.

I thoroughly enjoyed meeting and interacting with Dillingham's employees. In my view, they are focused, dedicated and proud to serve the City. You are fortunate to have such wonderful people in your employ.

Wherever I went in Dillingham, the individuals I met were unhesitatingly friendly and welcoming, making me feel comfortable and right "at home." This sense of acceptance of a relative stranger is what makes rural Alaska so unique and such a wonderful place to live. There is no other area in America quite like it.

As the fishing season unfolds, I wish for a robust "catch" on your behalf and offer my best wishes for you and your community as you move forward.

Thank you all for the courtesties extended to me and for your unstinting hospitality.

Sincerely,



Lee M. Foley

Cc: Tim Pearson

Jayne Bennett

From: Lee Foley [leeswolf@hotmail.com]
Sent: Saturday, July 07, 2012 7:49 AM
To: Dillingham Alaska
Subject: Letter for City Council
Attachments: Signed Letter to Dillingham City Council.JPG

Hi, Jayne:

Hope all goes well and that you have the weekend off to rest and enjoy. I've rarely seen an individual work harder than you. Hopefully, Dillingham realizes what a jewel they have and compensates you accordingly.

Would you do me a favor and provide Mayor Ruby and the Council Members, as well as Steve Cropsey, with copies of the attached letter? My entire experience in Dillingham was super and I wanted all of you to know that.

Thanks again. If I can ever be of assistance to you in any way, please do not hesitate to contact me.

Warm Regards,
Lee



Mr. Filipek, Sr.
Dillingham AK 99576

July 13, 2012

Dear Mr. Filipek,

The City Administration and the City Council have both reviewed your claim of compensation for fox trapping.

It has been determined that the invoice and claim is without merit as stated in the attached letter delivered by hand to you by Sgt. T Schiaffo dated May 7, 2012. (A copy is attached herewith.)

There was no agreement expressed or implied that you were going to be paid for trapping services by any City of Dillingham official.

You may consider this matter closed.

Respectfully



Steve Cropsey
Interim City Manager

Hand Delivered

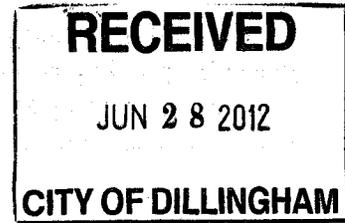
Cc Mayor and City Council members. (Included in Agenda Pkg. August 9 meeting date.)

Carol Shade

12/23
7-13-12
Carol Shade



An Independently Owned Member
McGLADREY ALLIANCE



June 25, 2012

Honorable Mayor Alice Ruby
and Members of the City Council
City of Dillingham
P. O. Box 889
Dillingham, AK 99576

Dear Mayor Ruby and Members of the City Council:

The *Government Auditing Standards* require us to specifically communicate with the auditee, the individuals contracting for or requesting the audit services, and the audit committee, information regarding the nature and extent of planned testing and reporting on compliance with laws and regulations and internal control over financial reporting.

To meet this communication requirement, we have provided you with the attached copy of our arrangement letter which was signed by Daniel Forster, City Manager, on June 15, 2012.

If you have any questions concerning the attached, please contact me at (907) 278-8878.

Sincerely,

A handwritten signature in black ink that reads "John M. Bost". The signature is written in a cursive style with a large initial 'J'.

John M. Bost, Audit Director
Mikunda, Cottrell & Co.

June 12, 2012

Carol Shade, Finance Director
City of Dillingham
P.O. Box 889
Dillingham, AK 99576

Dear Carol:

This letter is to explain our understanding of the arrangements for the services we are to perform for City of Dillingham for the year ending June 30, 2012. We ask that you either confirm or amend this understanding.

Audit Services

We will perform an audit of City of Dillingham's governmental activities, each major fund, the aggregate remaining fund information, and the budgetary comparison statements as of and for the year ended June 30, 2012 which collectively comprise the basic financial statements. We understand that these financial statements will be prepared in accordance with accounting principles generally accepted in the United States of America. The objective of an audit of financial statements is to express an opinion on those statements.

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the City Council are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

We will also perform the audit of the City of Dillingham as of June 30, 2012 so as to satisfy the audit requirements imposed by the Federal and State Single Audit Acts and the U.S. Office of Management and Budget (OMB) Circular No. A-133.

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Federal and State Single Audit Acts; OMB Circular A-133; and OMB's Compliance Supplement. Those standards, circulars, supplements, or guides require that we plan and perform the audit to obtain reasonable rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, an audit is not

Carol Shade, Finance Director
City of Dillingham
Page two

designed to detect errors or fraud that is immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

An audit of financial statements also includes obtaining an understanding of the City and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the City Council any significant deficiencies or material weaknesses that become known to us during the course of the audit.

We will also communicate to the City Council (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (b) any illegal acts, violations of provisions of contracts or grant agreements, and abuse that come to our attention (unless they are clearly inconsequential), (c) should any arise, any disagreements with management and other serious difficulties encountered in performing the audit, and (d) various matters related to the City's accounting policies and financial statements.

In addition to our reports on the City's financial statements, we will also issue the following reports or types of reports:

A report on the fairness of the presentation of the City's schedule of expenditures of federal awards and state financial assistance for the year ending June 30, 2012.

Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.

Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program.

A schedule of findings and questioned costs.

The component unit whose financial statements you have told us are to be included as part of the City's basic financial statements is Dillingham City School District.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circular identified above. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal

Carol Shade, Finance Director
City of Dillingham
Page three

statutes and regulations and assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

City of Dillingham's Responsibilities

Management is responsible for the financial statements, including the selection and application of accounting policies, adjusting the financial statements to correct material misstatements, and for making all financial records and related information available to us. Management is responsible for providing us with a written management representation letter confirming certain representations made during the course of our audit of the financial statements and affirming to us that it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and to the opinion units of the financial statements.

Management is responsible for establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge.

Management is responsible for identifying and ensuring that the City complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, analysts, regulators, or others.

Management is also responsible for (a) making us aware of significant vendor relationships where the venter is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting packages.

The City Council is responsible for informing us of its views about the risks of fraud within the City, and its knowledge of any fraud or suspected fraud affecting the City.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering. We may

Carol Shade, Finance Director
City of Dillingham
Page four

conclude that we are not otherwise associated with the proposed offering and that our association with the proposed offering is not necessary, providing the City agrees to clearly indicate that we are not associated with the contents of the official statement or memorandum. The City agrees that the following disclosure will be prominently displayed in the official statement or memorandum:

Mikunda, Cottrell & Co., our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Mikunda, Cottrell & Co. also has not performed any procedures relating to this official statement.

Our association with an official statement or memorandum is a matter for which separate arrangements will be necessary. The City agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed.

Because Mikunda, Cottrell & Co. will rely on City of Dillingham and its management and audit committee to discharge the forgoing responsibilities, City of Dillingham holds harmless and releases Mikunda, Cottrell & Co., its shareholders, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of City of Dillingham's management that has caused, in any respect, Mikunda, Cottrell & Co.'s breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

City of Dillingham's Records and Assistance

If circumstances arise relating to the condition of your records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City's books and records. The City will determine that all such data, if necessary, will be so reflected. Accordingly, the City will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by City personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with you. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. The audit has been scheduled for the week of September 24, 2012.

Carol Shade, Finance Director
City of Dillingham
Page five

Fees, Costs, and Access to Audit Documentation

Our fees are based upon the time required by the individuals assigned to the engagement, plus direct expenses. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in this letter will not exceed \$28,705, plus out of pocket costs for travel, lodging, typing, printing, etc. This fee estimate is subject to adjustments if the scope of the engagement is changed (a significant increase in the number of major grant programs for example), the assistance which the City has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. These fees do not include any additional time required for the preparation of the OMB data collection form, the new ARRA grant regulations or presentation of the financial statements to the City Council. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by City of Dillingham or are required by City of Dillingham or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for City of Dillingham, City of Dillingham will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Mikunda, Cottrell & Co. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request; and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Mikunda, Cottrell & Co. audit personnel and at a location designated by our Firm.

You have requested we assist you with the preparation of the financial statements. The two overarching principles of the independence standards of the "Government Auditing Standards" issued by the Comptroller General of the United States provide that management is responsible for the substantive outcomes of the works, and therefore, has a responsibility and is able to make any informed judgment on the results of the services described above.

Accordingly, the City of Dillingham agrees to the following:

Management of the City will be accountable and responsible for overseeing the draft of the financial statements, trial balance adjustments, and updates to the depreciation schedules.

The City will establish and monitor the performance of the draft of the financial statements, trial balance adjustments, and depreciation schedules to ensure that they meet management's objectives.

Carol Shade, Finance Director
City of Dillingham
Page six

City of Dillingham will make any decisions that involve management functions related to the drafting of the financial statements, trial balance adjustments, and depreciation schedules and accept full responsibility for such decisions.

The City will evaluate the adequacy of services performed and any findings that result.

Claim Resolution

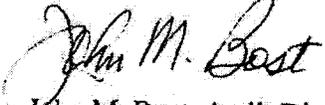
City of Dillingham and Mikunda, Cottrell & Co. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Mikunda, Cottrell & Co. or the date of this arrangement letter if no report has been issued. City of Dillingham waives any claim for punitive damages. Mikunda, Cottrell & Co.'s liability for all claims, damages, and costs of City of Dillingham arising from this engagement is limited to the amount of fees paid by City of Dillingham to Mikunda, Cottrell & Co. for the services rendered under this arrangement letter.

This letter constitutes the complete and exclusive statement of agreement between Mikunda, Cottrell & Co. and City of Dillingham, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report is enclosed for your information.

If this letter defines the arrangements as you understand them, please sign and date below and return this letter to us. We appreciate your business and look forward to working with everyone at the City again.

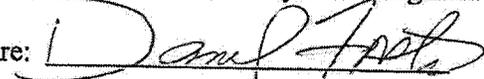
Mikunda, Cottrell & Co.


John M. Bost, Audit Director

Confirmed on behalf of the City of Dillingham:

Signature:

Date:



Title:

CITY MANAGER

6-15-12

Bellevue
Boise
Grandview
Moses Lake
Omak
Othello
Quincy
Spokane
Tri-Cities
Walla Walla
Wenatchee
Yakima

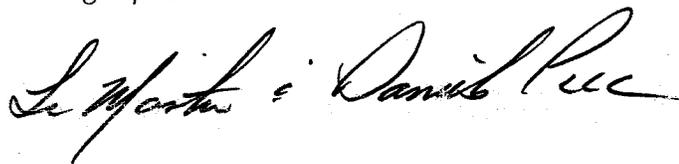
To the Shareholders of Mikunda, Cottrell & Co. Inc.
And the Peer Review Committee of the CalCPA Peer Review Program

System Review Report

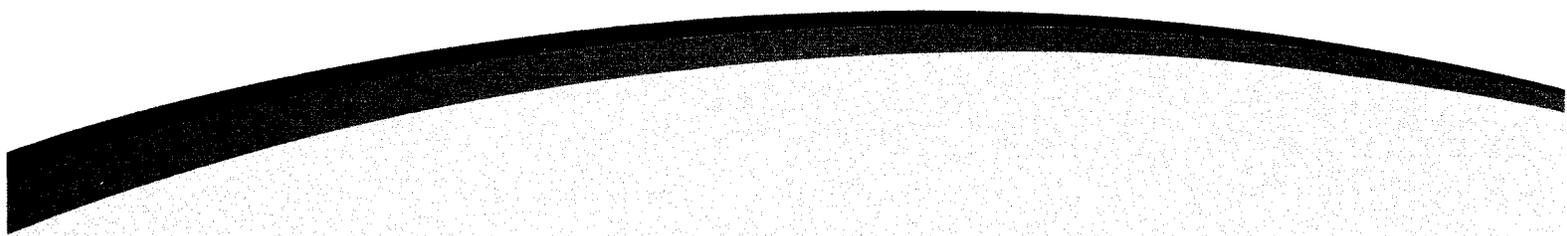
We have reviewed the system of quality control for the accounting and auditing practice of Mikunda, Cottrell & Co., Inc. (the firm) in effect for the year ended March 31, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards* and audits of employee benefit plans).

In our opinion, the system of quality control for the accounting and auditing practice of Mikunda, Cottrell & Co., Inc., in effect for the year ended March 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mikunda, Cottrell & Co., Inc. has received a peer review rating of *pass*.



July 28, 2010
Bellevue, Washington



Planning Commissioners
Terry Hoefflerle, Deputy Chair
Paul Liedberg, Chair
Bill Rodawalt



Rachel Muir
Seat E, Vacant
Petla Noden
Izetta Chambers

**REGULAR MEETING MINUTES
APRIL 17, 2012**

I. CALL TO ORDER

The regular meeting of the Planning Commission was held on April 17, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Paul Liedberg, Chair, called the meeting to order at 5:43 p.m.

II. ROLL CALL

Members present: (Quorum is four)
Paul Liedberg, Chair, Seat B
Bill Rodawalt, Seat C
Rachel Muir, Seat D
Izetta Chambers, Seat G,

Members absent:
Terry Hoefflerle, Seat A (excused)
Petla Noden, Seat F (excused)

Staff in Attendance: Carter Cole, Public Works Director
Jody Seitz, City Planner

Guests: Patrick Solano-Walkinshaw

III. APPROVAL OF MINUTES

MOTION: Izetta Chambers moved and Rachel Muir seconded the motion to approve the Minutes of March 27, 2012.

Izetta Chambers noted that it was mentioned twice in the minutes that she was 15 minutes late and thanked Planner Seitz for keeping the platting minutes succinct.

VOTE: The motion passed unanimously.

IV. APPROVAL OF AGENDA

Chair Liedberg asked if anyone had any changes.

Izetta Chambers moved to amend the agenda by adding under New Business "Solid Waste working group discussion."

(Recorder Note: There was no motion made to adopt the amended agenda.)

Amended agenda was accepted by general consent.

V. COMMUNICATIONS

A. Communications to the Planning Commission

Patrick Solano Walkinshaw expressed concern that requiring a minimum acreage may be too restrictive because some uses of land did not require wells and septic.

B. Planner's Report

City Planner Seitz reported on the following:

- annexation passed;
- two citizens expressed interest recently in the lease lots; and
- reviewed her report and the Neighborhood Initiative.

C. Citizen's comments on items not on the agenda

Bill Rodawalt noted the school was working with BBNA and BBHA to have a Youth Build project to teach young people about carpentry and other building skills.

VI. PUBLIC HEARINGS.

There were no public hearings.

VII. UNFINISHED BUSINESS

A. Reports on Comprehensive Plan.

Izetta Chambers related that the AC store manager said some communities backhaul their plastics. Nunamta and the MAP office are collaborating to do bag painting on Sunday, April 22, at Earth Day activities.

B. Minimum Acreage

Planner Seitz gave a bit of history about the Planning Commission's efforts to develop a subdivision ordinance providing for a minimum acreage. She noted materials were in the packet for commission review, and not for action at this meeting.

Discussion:

- Noted the purpose for having minimum acreage was to handle substandard lots, and that a certain size of property doesn't necessarily prevent water quality issues.
- Disposal of graywater and adopting new methods other than treating like sewage.
- Advised caution in adopting new techniques for handling graywater, because Alaska's cold temperatures affect graywater differently than warmer climates.

VI. NEW BUSINESS

A. Report on Capital Needs List and Essential Projects targeted for FY13.

Planner Seitz updated the commission on legislative appropriations this year and explained the Essential Projects spreadsheet. Public Works Director Carter Cole discussed the problems with the wastewater treatment plant, the wastewater collection system, and the landfill, and the options for handling their issues. He felt dealing with each separately would cost more than dealing with them in an integrated manner. The problems presented health risks to the community and the City was facing fines ultimately for non-compliance. He also presented information about a waste to heat program using sludge, fish waste and separated garbage to generate electricity and reduce the amount of material being buried in the landfill.

Discussion:

- voiced concern about the feasibility and impacts of biogas and burning garbage and fish waste to generate energy.

C. Solid Waste Working Group.

Izetta Chambers proposed establishing a group of people from various entities to participate in meetings, give presentations.

- Suggestions of people from various agencies and entities
- Asked for case studies of solid waste to energy conversion
- Very happy to have had this presentation this early.
- Izetta Chambers' ACIAP composting grant looks like it might be awarded.

VII. COMMISSION COMMENTS

Rachel Muir:

- commented a seat is open and a member of the public had been attending a lot of meetings and hoped he could be seated on the planning commission because he had a lot of thoughtful ideas.

Bill Rodawalt: no comment

Izetta Chambers: no comment

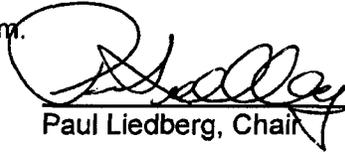
Paul Liedberg

- thanked everybody who did what they could with annexation, noting it was a testament to a lot of people, whether getting shouted down on Facebook for trying to bring some common sense to it, [thanked Planner Seitz for her time on FB] or talking with friends and neighbors.
- commented it was important to keep moving forward and working together [on comprehensive plan goals] with all the regional organizations and the surrounding villages. He made some suggestions to that effect to Mayor Ruby.

Planner Seitz mentioned the Port Committee meeting was scheduled for Thursday, April 26, at 5:30 at City Hall.

VIII. ADJOURNMENT

Chair Liedberg adjourned the meeting at 7:37 p.m.


Paul Liedberg, Chair

ATTEST:


Jody Seitz, Acting Commission Clerk

Planning Commissioners

Terry Hoefflerle, Deputy Chair, Seat A
Paul Liedberg, Chair, Seat B
Bill Rodawalt, Seat C



Rachel Muir, Seat D
Andy Anderson, Seat E
Petla Noden, Seat F
Izetta Chambers, Seat G

REGULAR MEETING MINUTES
May 15, 2012

I. CALL TO ORDER

The regular meeting of the Planning Commission was held on May 15, 2012, at the Dillingham City Council Chambers, Dillingham, Alaska. Paul Liedberg, Chair, called the meeting to order at 5:35 p.m.

II. ROLL CALL

Members present: (Quorum is four)

Terry Hoefflerle, Seat A
Paul Liedberg, Chair, Seat B
Bill Rodawalt, Seat C
Rachel Muir, Seat D
Andy Anderson, Seat E
Izetta Chambers, Seat G

Members absent:

Petla Noden, Seat F (not excused)

Staff in Attendance: Jody Seitz, City Planner

III. APPROVAL OF MINUTES

MOTION: Terry Hoefflerle moved and Rachel Muir seconded the motion to approve the Minutes of April 17, 2011.

VOTE: The motion passed unanimously.

IV. APPROVAL OF AGENDA

MOTION: Terry Hoefflerle moved and Rachel Muir seconded the motion to approve the Agenda.

Chair Liedberg asked if anyone had any changes.

Jody Seitz would like to add a long term encroachment permit request.

Terry Hoefflerle would like to add the Comprehensive Plan.

Rachel Muir would like to remove plastic bags because action has not been taken.

Chair Liedberg asked for any other changes.

Chair Liedberg called to approve agenda as amended.

VOTE: The motion passed unanimously.

V. COMMUNICATIONS

A. Communications to the Planning Commission

No public present

B. Planner's Report

City Planner Seitz reported on the following:

- Interest in Kanakanak Road bike path, asked commission to gather community pulse on path, currently no plan to put in bike path, comments taken until May 23, 2012;

Commission comments requested on bike path, Jody Seitz will prepare.

- working on integrated Public Works package for landfill, wastewater treatment plant, collection system;
- 6-year capital improvement planning with capital budget;

Paul Liedberg will take action to include the Planning Commission in the CIP budgeting process

- Steve Cropsey will take over as acting City Manager June 17, 2012;
- NAPA moving in to Harbor Lot 2, Aluminum Fabricators moving into Lot 1, Ben McDowell proposed plan for Lot 3; and
- Ekuk filed appeal to annexation in Superior Court in Dillingham.

Comment on buildings on lease lots regarding buildings on lease lots being sustainable and reflective of community. Planning Commission can comment on leases.

VI. PUBLIC HEARINGS.

None

VII. OLD BUSINESS

Chair Liedberg does not have anything new to review.

Rachel Muir commented on wellness, public art classes offered at UAF BBC, DLGSD piloted forth R program and will continue program, car seat use and restraints two certified car seat installers in Dillingham, wants cab companies to comply with car seat regulations. Muir met with

Carter Cole regarding ADA compliance of downtown COD streets to connect trails. Wellness days planned for September 18, 19 at the high school, September 24, 25 at the elementary school physicals and other health information will be provided. Rural Providers Conference May 28-June 1.

Interest expressed in keeping track of events in COD for Comp Plan. Discussion of creating report to show progress and participation in Comp Plan activities. Chair Liedberg asked to have a plan for the report at the next meeting.

Bill Rodawalt reported that they did submit the Youth Build grant. Hopes grant goes through so action can take place next summer.

Land use permit report: Nothing to report, will continue to work on land use permits

Minimum acreage ordinance: Nothing to report

Comprehensive Plan

Discussion:

- Comp Plan left out Tribal Councils and should include collaborative projects with Choggiung, Ekuk and Clark's Point's Tribal Councils.

VIII. NEW BUSINESS

A. PCR 2012-08 Endorse Neighborhood Initiative Projects

MOTION: Terry Hoefflerle moved and Rachel Muir seconded the motion to adopt the resolution.

Planner Seitz reported that there was a larger response this year than last year. She feels sense of community is growing.

Discussion: funds equipment and not labor, exception for skilled labor.

VOTE: The motion passed unanimously.

B. Special direction for neighborhood initiative next year requested from planning commission. Examples: advertising and project ideas. Commission comments that it enjoys seeing the variety of ideas that arise from the current process.

Planner Seitz updated commission on encroachment permits. Residents would like to put powerline under the road 3 feet. Public works asked that it be put in conduit. Would like to take action in June. Requires Planning Commission approval.

MOTION: Terry Hoefflerle moved and Rachel Muir seconded the motion to approve the encroachment permit.

VOTE: The motion passed unanimously.

VII. COMMISSION COMMENTS

Rachel Muir: no comment

Bill Rodawalt: no comment

Terry Hoeffler: no comment

Andy Anderson: no comment

Paul Liedberg

- clean-up day coming up soon
- thanked commission for participating in joint session with Council

VIII. ADJOURNMENT

Chair Liedberg adjourned the meeting at 6:41 p.m.


Paul Liedberg, Chair 7/17/2012
Date

ATTEST:


Jody Seitz, Acting Commission Clerk